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**A LIBRARY CLASSIFICATION
FOR
PUBLIC ADMINISTRATION
MATERIALS**

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A LIBRARY CLASSIFICATION FOR PUBLIC ADMINISTRATION MATERIALS

By

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with the Assistance of

DOROTHY MARCHUS

PUBLIC ADMINISTRATION SERVICE

AND THE

AMERICAN LIBRARY ASSOCIATION

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FOREWORD

RECOGNIZING the importance of the specialized library to the public official and the student, Public Administration Clearing House has undertaken to provide a system of classification for libraries in the field of public administration.

Since the volume, *A System of Classification for Political Science Collections*, by WILLIAM ANDERSON and SOPHIA HALL GLIDDEN, was published by the University of Minnesota Press in 1928, there has been a great expansion in the field of governmental activity and a conspicuous development of public administration as a recognized body of knowledge. A number of fields such as welfare, relief, housing, and planning, which were treated cursorily in 1928, had during the next decade ramified so widely that they were not adequately covered by the original scheme.

The "Anderson-Glidden scheme" nevertheless continued to be a standard guide for libraries in the fields of political science and public administration, and newly established collections made use of it even after 1935 when it went out of print. The proposal to revise it was received with enthusiasm and offers of support from various library and academic groups.

Public Administration Clearing House asked MRS. GLIDDEN to prepare this *Library Classification for Public Administration Materials*, based in part on the classification of 1928 of which she was the co-author. She has done so with the advice and assistance of an Advisory Committee of six members. Public Administration Clearing House is deeply grateful for the cooperation of the members of this Committee and of the organizations they represent.

The names of the members of the Advisory Committee are listed on p. ii of this volume.

LOUIS BROWNLOW, *Director*,
Public Administration Clearing House

PREFACE

AFTER THE PROJECT for this Classification was inaugurated by Public Administration Clearing House, Mrs. Glidden made a series of visits to outstanding libraries in the field, in order to study their needs and to profit by the suggestions of their librarians. In effect, a cross section of their classification wants and their subject boundaries has been the norm for this volume.

Mrs. Glidden visited the libraries of the American Library Association Headquarters, the Bureau of Government of the University of Michigan, the Council of Foreign Relations, the Departments of Landscape Architecture and Regional Planning of Harvard University, the Institute of Local and State Government of the University of Pennsylvania, the Municipal Reference Bureau of the University of Minnesota, the State and Local Government Section of Princeton University; and the Cleveland Municipal Reference Library, the Milwaukee Municipal Reference Library, the National Health Library, the New York Municipal Reference Library, Public Affairs Information Service, the Russell Sage Foundation Library, the Wisconsin Legislative Reference Library; and the numerous libraries of federal departments and agencies in Washington, D. C., where she spent several months.

The task of revision was conditioned at the outset by two main considerations which at times presented conflicting points of view: on the one hand, as close as possible adherence to the pattern of the Minnesota edition, without, on the other hand, restricting currently organized libraries by too inflexible an adherence to the old scheme.

The earlier edition was accordingly changed by expansion, some entirely new classes, and in one instance a transposed class letter. The old Form List has been greatly elaborated.

The Classification is intended, first of all, as the title indicates, for public administration libraries, but it is also for libraries dealing chiefly in special subjects, such as Housing, Public works, Planning, etc. Such libraries will greatly increase the usefulness of their collections if they do not restrict the application of the Classification to the particular section dealing with their own subject, but if they employ,

where possible, the entire Classification. This practice will bring out administrative aspects of their subject and will tend to emphasize its relationship to other phases of public administration. The literature of Planning, for instance, until very recent years dealt largely with either the physical aspects (Land subdivision, Parks) or the legal aspects (Zoning, Condemnation of property). The librarian of a contemporary library on Planning will find himself custodian of a collection spreading well into the various reaches of social organization (Economic planning, Population problems, Financial planning, Resources planning). The use of a tight classification system which would crowd all of these aspects into a single class would defeat the very breadth of the subject itself and fail to provide a framework for future development.

The decimal type of notation is sufficiently flexible to provide both for the utmost expansion where necessary and for compactness where expansion is not required by the size or subject emphasis of the individual collection. The degree of expansion will depend upon the discretion of each librarian using the scheme.

Many of the libraries collecting public administration materials are not independent organizations but are departments or branches of public or university libraries, which are likely to employ either the Dewey or the Library of Congress system. The problems of these libraries were carefully considered by the authors and the members of the Advisory Committee in planning the system of notation. Their final conclusion may be summarized as follows:

After due examination of both the Library of Congress and the Dewey schemes, it became apparent that it would not be possible to work out a system of notation which is really satisfactory for the special public administration library and which will at the same time satisfy the general libraries using the Library of Congress or the Dewey classifications. As one member of the Advisory Committee stated:

" . . . it is my opinion that the best you can do is to develop a classification which will best serve the independent public administration collections and, to accompany it, a notation which will be as simple as is feasible with regard to its uses and economies. Though they may not be able to use the notation, libraries already using either the Library of Congress Classification or the Decimal Classification will find the classi-

PREFACE

fication system itself useful if it is constructed according to the sound principles of correlation, coordination, and subordination of scientific classification."

The users should know that before any system of notation was applied the subjects were outlined for their own values. No attempt was made to fit the plan to a theoretical notation; the object rather was to make the notation fit the subject matter.

Since neither the Dewey nor the Library of Congress schemes provide even the general library with an adequate breakdown of the subject matter of public administration as it is conceived today, the relationships presented by this Classification should be of invaluable use to the classifier in the adaptation of the scheme he employs. Even though the notation is not used, the revised classification schedules provide a larger and more extensive blueprint for the arrangement of materials describing the currently developing functions and services of government.

It is from the subject heading angle that this work will be of indubitable value to most library catalogs. The increase in the administrative activity of governments since the first edition was published and the development of concepts of public administration have produced a new and sharper terminology within the field. No general subject heading lists available today offer an adequate treatment of the ramifications of this field. Even general libraries will find much assistance in the judicious application of the combined Index and Subject heading list which is an integral part of the scheme.

The authors have counted upon *Public Administration Libraries; A Manual of Practice*,* which discusses special library techniques in detail, to supplement this volume, which is purely a manual of classification.

* Special Libraries Association, Committee of the Social Science Group, *Public Administration Libraries; a Manual of Practice*. New and revised edition. Chicago: Public Administration Service, 1941. (Publication No. 75.)

ACKNOWLEDGMENTS

The Classification is the result of contributions from a large number of sources. Each member of the Advisory Committee has been generous with his own special contribution. In addition CHARLES S. ASCHER and LEO E. LAMONTAGNE gave more than their Committee duties to the formulation of the Classification and gave advice and counsel on many of the individual classes. The assistance of the librarians of the many libraries visited by MRS. GLIDDEN (see p. vii) during the course of studying the project is gratefully acknowledged. Indispensable suggestions have been received from other librarians keenly interested in the various ramifications of the public administration field. The advice and thoroughgoing criticism of various experts in specific subjects has been invaluable throughout the project.

Thanks are extended to ARTHUR H. COLE, Librarian of Baker Library, Harvard Business School, for permission to use the manuscript of a classification of government prepared for Baker Library by MRS. GLIDDEN in 1928 and 1929.

As indicated in the Foreword, the skeleton of the Classification owes its origin to the Minnesota edition which was laid out by WILLIAM ANDERSON, Director of the Bureau under whose auspices it was published. He has also contributed sound advice on the classes A-C, F, and Y in the present edition.

For the remaining classes the interest and counsel of the following individuals are gratefully acknowledged.

- D:** RUTH SAVORD, Librarian of the Council on Foreign Relations; Y. O. MILLINGTON, Assistant Librarian, United States Department of State Library; and HAROLD S. QUIGLEY, Professor of Political Science of the University of Minnesota.
- F, G,** HUBERT R. GALLAGHER, Assistant Director of the Council of State Governments; and AMBROSE FULLER, Attorney-Consultant of the American Municipal Association. **H** also had the benefit of suggestions from MATTHEW A. MCKAVITT, Librarian, and HAZEL H. FORT, Cataloger of the Department of Justice Library.
- I:** HERBERT EMMERICH, formerly Associate Director and DON K. PRICE, Assistant Director of Public Administration Clearing House; CHARLES S. ASCHER, Secretary of the Committee on Public Administration of the

ACKNOWLEDGMENTS

Social Science Research Council; and DONALD C. STONE of the United States Bureau of the Budget.

- J:** KATHERINE McNAMARA of the Departments of Landscape Architecture and Regional Planning Library of Harvard University; WALTER H. BLUCHER, Executive Director, and PAUL OPPERMAN, formerly Assistant Director of the American Society of Planning Officials; and CHARLES S. ASCHER, Secretary of the Committee on Public Administration of the Social Science Research Council.
- K:** ANNA P. HOLDRIDGE of the United States Civil Service Commission Library; and JEREMIAH J. DONOVAN, Assistant Director of the Civil Service Assembly of the United States and Canada.
- L:** CHESTER E. RIGHTOR, Chief Statistician, Division of State and Local Government, United States Bureau of the Census; CARL H. CHATTERS, Executive Director of the Municipal Finance Officers Association; ALBERT LEPAWSKY, Executive Director of the Federation of Tax Administrators; and RONALD B. WELCH, Research Director of the National Association of Assessing Officers.
- N:** ORIN F. NOLTING, Assistant Director of the International City Managers' Association; ARNOLD MILES, formerly Assistant Director of the American Municipal Association; and HUBERT R. GALLAGHER, Assistant Director of the Council of State Governments.
- O:** ISABEL TOWNER, Librarian of the National Health Library; SARA HALLDAY of the Public Health Division, New York Municipal Reference Library; and MARGARET DOONAN, Librarian of the United States Public Health Service.
- OA:** FRANK B. WILLIAMS of the National Recreation Association.
- P:** SABRA VOUGHT, Librarian of the United States Office of Education; IRENE NEWMAN, Assistant Librarian of School Libraries, Wisconsin Department of Public Instruction; and HARRIETTE GREENE, Staff Librarian of the American Library Association.
- Q:** CONSTANCE BEAL ADAMS, Cataloger, Russell Sage Foundation Library; LOUISE BEITZELL, Cataloger, United States Social Security Board Library; MARIETTA STEVENSON, Assistant Director, and CONSTANCE J. BROWN, Librarian, American Public Welfare Association.
- R:** LAURA A. THOMPSON, Librarian of the United States Department of Labor Library; and JEAN CHARTERS of the Civil Service Assembly of the United States and Canada.
- T:** ELSIE RACKSTRAW, Librarian of the United States Federal Reserve Board; and WALTER HAUSDORFER, Librarian of the School of Business Library, Columbia University.
- U:** HERBERT EMMERICH, formerly Associate Director of Public Administration Clearing House.

- X:** NORMAN HEBDEN, Acting Director of the American Public Works Association; and AMBROSE FULLER, Attorney-Consultant of the American Municipal Association.
- XA:** VIRGINIA TURELL, Librarian of the United States Housing Authority; and EDMOND H. HOBEN, Assistant Director of the National Association of Housing Officials.
- Z:** HERBERT MORSE of Columbia University; and MARY G. LACY, Assistant Librarian, United States Department of Agriculture; and MARGARET OLCOTT, Librarian of the United States Bureau of Agricultural Economics.

The assistance and consultation of the entire staff of the Joint Reference Library of Public Administration Clearing House has been available at all stages of the project. The work of MARJORIE BRONSON, who assisted in the technical work for a period of a year, is gratefully acknowledged. Finally the painstaking work and patient understanding of MIRIAM KERN as staff secretary and editorial assistant are worthy of special mention.

Following is a bibliography of principal sources. In addition to these titles, the standard works on specific subjects were thoroughly studied. To list them all here would constitute a selected bibliography on public administration, a task outside the intent of this work.

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INSTRUCTIONS FOR USE

CLASSIFICATION

THE FIELD of public administration has been divided into twenty-five categories, represented by letters of the alphabet and by combinations of letters, as in OA, XA. For purposes of expansion the letters E, M, and S have been left unused. The main subject letters with their assigned subjects are printed in the *Outline of Classification* on page 8. An attempt has been made to retain the main classes of the 1928 edition wherever possible, in order to accommodate the libraries which have employed the original scheme. Chief exceptions are a shift of the old S to Z, and the creation of four new classes; J, Planning; OA, Recreation; U, Government and Business; XA, Housing. The need for a provision for borderline sociological material was met by the inclusion of class division B1. Class I, the Executive, was expanded to include a classification for Administrative management.

The primary subdivisions under each subject have been given Arabic digit numbers, and further development is provided according to the principles of the Dewey Decimal System of Classification, without using the actual decimal point. This arrangement is in contrast to that employed by the Library of Congress in its notation, which, although a combination of letters and numerals, employs the latter in consecutive rather than decimal order.

Form List. The Form List (p. 10) is a mnemonic device provided to handle certain forms of material uniformly throughout the classes. Among such materials are the laws dealing with a department or function, periodic reports and statistics, conference proceedings, etc.

Examples:

Laws and ordinances	03
Education laws	P03
Minimum wage legislation	R2303
Planning	000
Planning for roads	X6000
Reports	06
Tax reports	L206

The Form List may be applied at the librarian's discretion as the need arises anywhere throughout the Classification simply by adding the Form Number to the specified classification number. Very few applications of the Form List are indicated within the framework of the Classification. The numbers 00 of the Form List appear frequently throughout the Classification designating agencies operating in the field: e.g. D100 Foreign offices; X00 Public works departments. This indication has not been made at every possible point, but only often enough to suggest to the librarian the application of the Form List. Terminology sometimes necessitates the indication of a use of the Form List in the text: e.g., Q37 is Transients, and Q3703 is indicated in the text as Settlement laws.

Form Letters. Practical experience with the Classification early suggested the need for certain arbitrary subdivisions of material to correspond with such governmental levels as nation, state, county, municipality. Thus under I21 Chief executive, the material should be designated I 21f, for materials relating to the President, i.e. the federal or national executive; I 21s, for materials dealing with the state executive or governor, etc. In addition, the letter t (p. 14) represents territorial; r, regional; mt, metropolitan; x, foreign. Unique applications of Form Letters have been made on the printed page at a few points within the classification schedules, e.g. C3s, State constitutional conventions; C3m, Municipal charter commissions. Whereas governmental levels are for the most part indicated by this device, there are a few cases in which the distinction is provided through numerals, as in H21, Federal courts; H22, State courts.

To avoid confusion in the shelf-list filing or shelf arrangement of books, the following alphabetic progression is recommended for the Form Letters: c, f, m, mt, r, s, t, x, and combinations with x, as x, xc, xm, xr, etc. With this arrangement, material about the United States for each class will precede material about foreign countries: e.g., L (Public finance), L1; L1c; L1m; L1x; L106f; L106m; L106s; L106xc; L106xm; etc.

Cross References. Cross references are indicated in the customary manner:

See also indicates that additional and related material bearing upon the subject will be found under the subjects referred to.

INSTRUCTIONS FOR USE

See indicates a reference from a term under which no entries are listed to the term under which the entries may be found.

Prefer indicates that alternative positions in the Classification are provided. Where this device is employed, the number is enclosed within parentheses and accompanied by the word *prefer*; e.g.: (L2069) Tax maps Assessment maps *prefer* A7:4.

Geographic Subdivision. The instruction "Subdivide geographically" appears in the text only with B19, Social conditions, and T19, Economic conditions, in both Classification and Index, where it was necessary for purposes of definition. Naturally, the librarian may employ these geographic subdivisions throughout the Classification and the Index at discretion. The extent to which the Form Letters and geographic breakdown should be applied will depend upon the size and use of each particular library. The Form Letters (indicating levels of government) should be used before any geographic breakdown is applied. Very small libraries will probably not find it necessary to use more than the Form Letter. A geographic code for the states and territories of the United States is printed on page 180.

Example:

Tennessee. State planning board
State government in Tennessee. B
65.T2

It is unnecessary to use a geographic device for material concerning the United States.

Example:

Macdonald, A. G.
American city government. B
73

Foreign material is designated by the Form Letter x following the class number.

Example:

Wells, R. H.
German cities. B
73x.G3

In libraries which are a part of a larger library system using the Dewey decimal or the Library of Congress classifications, it will be natural to follow the dictates imposed by these systems as to geographic subdivisions. Those libraries using the Dewey decimal classification may employ the geographic numbers found in classes 940-999. Those connected with larger libraries using the Library of Congress schedules may use the codes provided for countries and states (as in Class H, 2d. ed. pp. 529-33).

INDEX

The chief purpose of the Index is to serve as a finding list for the Classification. In addition, the Index may be adapted and used as a subject heading list. Each subject is here stated in what may be accepted as a fairly standard form. Since *Public Affairs Information Service Bulletin*, the Library of Congress *List of Subject Headings*, and the various Wilson indexes are most frequently used in American libraries, weight was given to the form of subject headings used in those indexes. Nevertheless, standard sources have been supplemented by the fresh thought of special authorities who have been focusing attention upon the evolution of more precise and acceptable terms.

General terms, with a few necessary exceptions, have been used, thereby avoiding names of specific organizations or departments. Thus, no federal departments or agencies will be found in the Index following "U.S.". When it is necessary to use the names of government agencies as subject headings, the Library of Congress *United States Headings in the Union Catalog* (1936), and the *United States Government Manual* may be used as guides.

The librarian will be quick to recognize headings which have merely a finding list value, and will check those which he employs as subject headings for his catalog. Cross references in the Index are chiefly intended to clarify the indexing. The librarian should adapt the cross references to his own needs. Since the Index is a guide to this specific Classification, subject reference practices found to be indispensable here do not necessarily apply to the individual library catalog, chiefly because the visual intake on a page is a great advantage. Therefore the

INSTRUCTIONS FOR USE

library catalog will need more cross references than are provided in this Index.

The subject index is arranged in two columns. In the left-hand column appear the subject headings, their corresponding classification numbers, and the cross references with their classification numbers. No reference is made to page numbers. In the right-hand column are the "refer froms."

Refer Froms. Traditionally xx and x represent "refer froms" for *See also* and *see* references respectively.

Classification

OUTLINE

- A** General Reference
- B** Society The State Government
- C** Constitutional History and Law
- D** International Relations
- F** Citizen Participation in Government Politics Elections
- G** The Legislature Law
- H** The Judiciary Courts Legal Profession
- I** The Executive Public Administration Administrative Law
- J** Planning Zoning
- K** Personnel Administration
- L** Public Finance
- N** National Defense Law Enforcement Police Fire Protection Safety
- O** Health Medical Profession Sanitation
- OA** Recreation Commercialized Amusements Clubs
- P** Education Libraries
- Q** Welfare Dependency Social Insurance Crime
- R** Labor
- T** Economics Industry Business Finance Standardization
- U** Government and Business Public Enterprise
- V** Public Utilities
- W** Transportation Traffic Communication
- X** Public Works
- XA** Housing
- Y** Natural Resources
- Z** Agriculture

FORM LIST *

0 History

00 Administration

- 000 Planning
- 001 Organization of the department *see also* I513
- 002 Discussion of general administrative policies: Districting, Centralization, etc.
- 003 Cooperation between different units and levels of government
see also B8
- 004 Councils
- 005 Interdepartmental cooperation
- 009 Departmental personnel *see also* K1, and specific classes of personnel, as: Firemen, N51; Teachers, P11; etc.

01 Supervision Regulation

- 011 Inspection
- 015 Federal supervision of state operation
- 016 Federal supervision of local operation
- 017 State supervision of local operation

02 Powers and Functions

- 021 Compulsory or mandatory functions
- 022 Permissive functions
- 024 Police power *see also* C4
- 025 Eminent domain Condemnation *see also* C4

03 Laws and Legislation *see also* A42

- 034 Licenses Permits Certification *see also* U22
- 035 Incomplete legislation Legislative comment and criticism
- 036 Legal forms Contracts Specifications
- 037 Manuals of practice
- 038 Court decisions and rulings
- 039 Opinions, including comment and criticism

*Instructions for use of the Form List may be found on page 1.

FORM LIST

04 Finance Costs

- 041 Departmental budgets
- 042 Appropriations
- 043 Departmental accounts and accounting
- 044 Grants-in-aid Subsidies *see also* L69
- 045 Federal aid to states
- 046 Federal aid to locality
- 047 State aid to locality
- 048 State-shared funds

05 Directories Biographical material

06 Reports and Records *see also* I541, I56

- 065 Statistics
 - 0651 Statistical methods *see also* I5511
- 066 Forms Report and statistical forms
- 068 Survey techniques *see also* I5513
- (069) Maps *prefer* A7: 1-A7: 9

07 Equipment and Supplies

- 077 Laboratories

08 Education

- 084 Research *see also* I55
- 085 Publicity Promotion *see also* I548
- 088 Campaigns Exhibits *see also* I5488

09 Associations *see also* I584

- 096 Conferences Conventions
 - Include proceedings, reports, etc.
- 098 Foundations *see also* T4651

FORM LETTERS

Where necessary to indicate the various levels of governmental or of nongovernmental organization, the following device may be observed throughout:

- f Federal**
- s State**
- c County**
- m Municipal**
- mt Metropolitan**
- r Regional**
- t Territorial**
- p Private**
- x Foreign**

Example:

Personnel classification plans in the federal service, K2f
in Minnesota, K2s
in Kansas City, K2m
in the Texaco oil company, K2p

A

GENERAL REFERENCE

- 1 Library tools

A1-A17 is provided for the records, archives, tools, etc. of the librarian's own library. For Library science, *see* P92.
 - 12 Classification and subject headings **Cataloging**

Treatises and systems, as: Dewey, Library of Congress, etc.
 - 14 Library finance
 - 141 Budgets
 - 148 Accounts
 - 16 Reports
 - 17 Library fittings and supplies catalogs
 - 2 **Bibliography** Book catalogs

Special bibliographies will be classified with their subjects.
 - 22 Periodical indexes
 - 3 **Literature**

Include Fiction, General essays, Poetry, etc.
 - 31 Encyclopedias
 - 32 Dictionaries Glossaries
 - 321 Synonyms and antonyms, Etymologies, Pronouncing dictionaries, etc.
 - 322 Foreign language dictionaries
 - 34 Style manuals, Printers' manuals, etc.
 - 343 Copying processes: Hectographing, Mimeographing, Photostating, Printing, etc.
 - 35 Public speaking Debating
 - 39 Quotations
 - 4 **Public Documents**

Here file key documents, as: Declaration of independence, Magna charta, etc.
 - 41 Constitutions Constitutional amendments

For the amending process, *see* C35.
 - 42 Compiled statutes
 - 43 Charters Compiled ordinances
- } For laws relating to specific subjects, *see* Form 03; for Law making, *see* G.

A

- ## 5 Periodicals

- 7 Atlases** **Geographies** *see also* Form 069

:85 Wild life

A

GENERAL REFERENCE

- 72 Guidebooks
- 75 Gazetteers
- 76 Weather reports *see also* Y9

- 8 **Statistical Material**
 - 81 Census
 - 815 Census tracts
 - 84 Yearbooks Almanacs
 - 85 Blue books

- 9 **Biographical Dictionaries**
 - 95 Directories *see also* Form 05, A85
 - 99 Biographies *see also* Form 05

B

SOCIETY THE STATE

GOVERNMENT

SOCIOLOGY

- 11 Civilization Culture and science
- 12 Population Population trends
 - 12065 Population statistics *see also* Census, A81; B15, B16, O065
 - 121 Distribution and density
 - 122 Migration *see also* D8, R18
 - 123 Economic aspects: Income levels, Distribution of economic opportunity, etc.
For economic groups, *see* specific groups, as: Poor, Q31; Laboring classes, R15; etc.
 - 124 Social and cultural characteristics
 - 1241 Racial groups: Indians, Negroes, etc. *see also* F39, P234, XA31
 - 1242 National groups
 - 1243 Religious groups
 - 12431 Church and state
 - 12439 Religious organizations
 - 125 Sex and age groups *see also* Q43, Q45, Q48
- 3 The community
 - 131 Urban sociology
 - 135 Rural sociology
- 4 Family life *see also* Q233
 - 141 Marriage Desertion Divorce
 - 142 Legal status of women
Guardianship of children, *see* Q434
 - 143 Inheritance and succession Wills
- 5 Urban population Composition and character
 - 151 National groups
 - 155 Sex and age groups Youth in the city

B**SOCIETY; THE STATE; GOVERNMENT**

- 16 Rural population Composition and character
 Subdivide, where applicable, like B15
- 18 Social pathology *see also* Law enforcement, N2; Public health, O;
 Public welfare, Q; etc.
 Include treatises on Alcoholism, Drug habit, Heredity, Prostitu-
 tion, etc.
- 19 Social conditions
 Subdivide geographically
- 2 **THE STATE** Political science Political theory
- 21 Theories of origin: Divine right, Economic theory, Force, Social com-
 pact, etc.
- 22 Development of the state
 Include City state, Feudal institutions, Hebrew state, Tribes
 and clans, Village communities, etc.
- 23 Theories of government: Anarchism, Individualism, Laissez faire,
 Liberalism, Socialism, etc.
- 26 Types and forms of state
- 262 National states: Nationalism
- 263 Federated states: Federalism
- 264 Empires: Imperialism
 Internationalism, *see* D7
- 3 **Public Administration**
 Comprehensive treatises and general philosophy of administra-
 tion.
- 308 Study and teaching
- 4 **Governmental Units**
 For relationship of governmental units, *see* B8.
- 5 **National Government** Form and conduct
- 51 Monarchy
- 52 Aristocracy Oligarchy
- 53 Democracy
- 531 Republic
- 54 Socialism
- 55 Communism
- 56 Representative government *see also* F6
- 57 Utopias
- 58 Totalitarian states
- 59 Changes in the form of government: Constitutional change, Coup
 d'état, Plebiscite, Revolution, etc. *see also* D2113

-
- 6 **State Government** or provincial government Development and conduct
 - 60 History Colonies Territories *see also* D212
 - 61 Colonial and territorial government Relation to central government
 - 65 Government of particular states
Descriptive and analytical studies.
 - 7 **Local Government** Form and conduct
 - 71 County government
 - 72 Township government
 - 73 Municipal government (urban political units): Cities, Villages, etc.
 - 731 Mayor-council plan
 - 733 Commission plan
 - 734 City-manager plan
 - 79 Special districts *see also* Form 002
Independent local governmental units, having their own continuing governmental organization; having power to provide a governmental or quasi-governmental service, over which they have control and for which they may fix the rates. They may be financed by taxation, special assessment, or by borrowing.
 - 8 **Government Cooperation** between governmental units Regional government
 - 81 State relations
 - 811 Federal-state relations *see also* C43
 - 813 Interstate relations: Boundaries, etc.
 - 81309 Interstate associations
 - 8131 Interstate compacts
Legislative commissions on interstate cooperation, *see* G253
 - 82 County and township relations with other units of government *see also* B833
 - 83 Municipal relations
 - 831 Federal-municipal relations *see also* Form 046, L69
 - 832 State-municipal relations *see also* Form 047, C61, L69
 - 833 County-municipal relations
 - 834 Intermunicipal relations
 - 835 Metropolitan districts Metropolitan government
 - 836 Annexation and separation of territory
 - 838 Interstate municipal contracts
 - 839 Intermunicipal leagues and federations
 - 84 Consolidation of local governmental units

C

CONSTITUTIONAL HISTORY AND LAW

- 0 **CONSTITUTIONAL HISTORY** *see also* A41
 Include discussions on the general nature and history of constitutions: written and unwritten constitutions, and flexible and inflexible constitutions.
- 3 (f, s) Constitutional conventions (m) Charter commissions
- 35 Constitutional amendment Charter revision
 This place is for the amending process. File amendments in A41.
- 36 Proceedings, Debates, etc.
- 4 **CONSTITUTIONAL LAW** *see also* G3, H3, I212
 (f) Include discussions of Checks and balances, Eminent domain, Police power, Separation and delegation of powers, etc.
 (s) Include material distinctly relating to states, noting that much of the general material will be found in the discussion of federal material.
- 41 Civil rights Due process
- 42 Public liability
- 43 Federal and state relations Admission of states to the union
 State rights
 Legal aspects belong here. For administrative problems, *see* B811.
- 435 Martial law *see also* National guard, N1219; Law enforcement, N2; Police, N4
- 6 **Law of Municipal Corporations**
- 61 State control of cities Control by special state legislation Home rule
- 62 Municipal liability

D

INTERNATIONAL RELATIONS

D INTERNATIONAL RELATIONS Foreign Policy

Executive function in foreign relations, *see* I212; Legislative control, G39.

1 Diplomacy Negotiation

100 Foreign offices

11 Foreign service

111 Diplomatic representatives abroad: Ambassadors, Missions, etc.
Include privileges, powers, and duties.

114 Consuls

13 Ceremonials: Credentials, Diplomatic language, Reception, Precedence, etc.

14 Treaty making procedure: Ratification, Termination, etc. *see also*
A47

2 International Law

21 Sovereignty: Absolute and limited sovereignty, Dual sovereignty, etc.

211 Formation, Dissolution, and Partition of states *see also* B2

2111 Recognition

2113 State succession *see also* B59

Acquisition by a state or states of sovereignty of territory which formerly belonged to another state.

212 Dependencies Spheres of influence Limitation of status
(Protectorates, Mandates, etc.)

213 Puppet states

22 General rights and obligations of states: Self-determination, Self-preservation, Noninterference, etc.

222 Right of domain Right of acquisition

Include international aspects of Boundaries, Colonization, Conquest, Discovery, Occupation, Pacific penetration, Transfer and purchase, etc.

Jurisdiction over persons, *see* C41, D25, D8, F2

223 Right of asylum Extradition

224 Territorial jurisdiction Extraterritoriality

D**INTERNATIONAL RELATIONS**

- 225 Jurisdiction over the seas: Maritime law, Shipwreck, Salvage, etc.
- 226 Jurisdiction over the air: Air law, etc. *see also* W6, W9
- 25 Private international law
- 3 **Measures Short of War** Disputes *see also* D1, D65
 - 31 Mediation
 - 32 Economic pressure: Blockade, Embargo, Reprisals, Retortion, Sanctions, etc.
- 4 **War** Formalities and conduct Kinds of war
 - 41 Causes of war
 - 43 Property in war: Damage claims, Enemy property, Indemnity, Requisitions, etc.
 - 44 Persons in war: Prisoners (Exchange, Parole, etc.) Pacific intercourse of belligerents, Noncombatants, etc.
 - 45 Neutrality Obligations and rights of neutral states Contraband of war
 - 46 Termination of war
 - 464 Occupation of conquered territory: Exploitation, etc.
 - 47 Effects of war
 - 49 Material on specific wars
- 6 **International Organization and Administration**
 - 61 International public unions
 - 611 League of nations
 - 612 Pan-American union
 - 65 International adjudication Pacific settlement Arbitration
 - 651 Permanent court of international justice (World court)
 - 655 Permanent court of arbitration (The Hague)
 - 657 Central American court of justice
 - 659 International mixed commissions Commissions of inquiry
 - 66 International legislation and regulations
 - 67 International unions of states
- 7 **International Cooperation** Internationalism
 - 71 World peace movements Peace plans and prizes
 - 711 Control and limitation of armaments Disarmament *see also* N1
 - 712 Outlawry of war

- 74 Pan-movements: Pan-Asianism, Pan-Europeanism, Pan-Islamism, Pan-Slavism, etc.
- 747 Pan-Americanism Inter-Americanism
- 78 Intellectual cooperation International language International copyright
- 7809 International associations: Intellectual, Scientific, Social, etc.
Here belong discussions of existence, effectiveness, and organization of the associations. Classify proceedings and other publications of specific associations by subject.
- 8 **Immigration and Emigration** International migration of people *see also* Population, B122
 - 800 Immigration commissions
 - 81 Immigration policies
 - 82 Citizenship (International aspects)
 - 83 Naturalization
 - 84 Passports
 - 86 Aliens
 - 87 Expatriation
 - 88 Transfer of population
 - 89 Refugees

F

CITIZEN PARTICIPATION IN GOVERNMENT POLITICS ELECTIONS

- 1 **Public Opinion** Social psychology *see also* F53
 Include discussions of Consent to be governed, Fear and force,
 Political ideals, etc.
 - 11 Questionnaires
 - 12 Polls and straw votes
 - 15 Propaganda

- 2 **CITIZENSHIP**
 Include discussions of privileges, denial or loss, obligations, etc.
 - 26 Public meetings
 - 28 Civic education Forums *see also* P8

- 3 **Suffrage** Suffrage reforms *see also* F8
 Include qualifications: Age, Education, Means, Residence, Sex,
 etc.
 - 38 Tests: Literacy, Information, etc.
 - 39 Race: American Indian, Negro, Mongolian, etc.

- 4 **Civic Organizations**
 - 41 Voters' leagues Nonpartisan political organizations
 - 42 Taxpayers' associations
 Improvement associations, *see* J7809
 Chambers of commerce, *see* T309
 - 49 Political clubs

- 5 **POLITICS** Political ethics Political participation
 - 51 Political parties Party participation
 - 52 Political campaigns Political advertising
 - 53 Pressure groups
 - 54 Lobbying

- 6 **Basis of Representation Apportionment**
 - 6002 Voting districts
 - 61 Preferential ballot
 - 62 Proportional representation
 - 68 Minorities
- 7 **Nominations** *Political conventions, Caucus, Nominations by petition, Short ballot, etc.*
 - 75 Primaries
 - Primary election laws, *see* F803
- 8 **ELECTIONS** *Special elections, Nonpartisan elections, etc.*
 - 803 Election laws
 - 804 Expense of elections: Campaign funds, Limitation of expenditures, etc.
 - 806 Returns
 - 81 Registration of voters *Permanent registration*
 - 82 Conduct of elections: Hours, Polls, Officers, etc.
 - 825 Ballots: Australian ballot, etc. *see also* Short ballot, F7
 - 828 Voting machines
 - 83 Voting: Absent voting, Compulsory voting, etc.
 - 831 Indirect voting *Electoral college*
 - 86 Canvass and certification of votes
 - 87 Contested elections
 - 88 Corrupt practices: False registration, Intimidation of voters, etc.
- 9 **Initiative Plebiscite Referendum Recall**

G

THE LEGISLATURE LAW

G THE LEGISLATIVE BRANCH

004 Legislative councils

Legislative manuals, *see* A85

1 **Legislators:** Congressmen, Assemblymen, Senators, etc.

11 Terms Salaries

Apportionment, *see* F6

19 Expulsion

2 **Legislative Bodies** Unicameral and bicameral systems

21 Upper house

22 Lower house

25 Committees

251 Legislative joint committees

252 Study commissions Interim commissions Investigating
commissions

253 Legislative commissions on interstate cooperation *see also*
B813

26 Legislative officers: Speaker, Clerk, Sergeant at arms, etc.

29 Legislative reporting

295 Legislative journals: Congressional record, Council proceedings,
Senate and House calendars, etc.
The librarian may prefer to keep session documents with refer-
ence material in A5.

3 **Legislative Powers and Functions** Delegation of powers

Include discussions of constitutional limitations on Legislative
power, Regulatory power.

Rule-making powers of boards, commissions, officials, etc., *see* I93

39 Parliamentary control of foreign affairs

5 **Procedure:** Parliamentary practice, Veto procedure, Legislative voting,
Legislative investigation, etc.

File discussions of procedure here. For Legislative manuals,
Bluebooks, etc., *see* A85.

- 51 Sessions: Joint, Special, Split sessions, Length of sessions, etc.
- 53 Special legislation
- 56 Obstruction Filibuster
- 57 Impeachment procedure
- 59 Repeal

- 7 **Legislation** Form and content
- 75 Uniform legislation
 Legal publication, *see* H531

- 8 **Legislative Aids:** Technical aids, Legislative experts, etc.
 For Legislative councils, *see* G004.
- 81 Legislative reference service
- 85 (f, s) Bill drafting (m) Ordinance drafting Drafting committees
- 89 Statute and ordinance revision Codification Indexing

- 9 **LAW**
- 91 Jurisprudence
- 92 Legal systems: Civil law, Common law, etc.
- 93 Law of particular countries
- 99 Laws (by subject) *see also* Form 03, A42, A43
 This place is offered as an expansion point for laws otherwise difficult to classify, yet important in the field of public administration.

H

THE JUDICIARY COURTS

LEGAL PROFESSION

H THE JUDICIAL BRANCH

004 Judicial councils

1 Judges

12 Selection: Appointments, Election, etc.

14 Compensation

15 Tenure

Recall, *see* F9

2 COURT SYSTEMS Court reform

204 Court costs and fees

206 Court reporting and records *see also* A44

2065 Judicial statistics

21 Federal courts

211 Supreme court

212 Circuit courts District courts

216 Special courts: Court of claims, Court of customs and patent appeals, Territorial courts, etc.

Quasi-judicial tribunals, *see* Administrative courts, I92

22 State courts

221 Supreme courts Appellate courts

222 District courts Circuit courts

224 County courts

225 Municipal courts: Justices of the peace, Magistrates' courts, Police courts, etc.

226 Special courts: Domestic relations, Juvenile, Probate, Small claims courts, etc.

25 Special court systems: Commercial courts, Industrial courts, etc.

26 Court officers: Clerks, Probation officers, Reporters, Sergeant at arms, etc. *see also* H1

3 Judicial Powers and Functions

Include discussions of Control over the executive, Delegation of powers, Independence of the judiciary, etc.

- 31 Judicial review *see also* I94
- 35 Writs: Habeas corpus, Injunction, Mandamus, etc.
- 37 Contempt of court
- 38 Limitation of judicial powers

5 Judicial Procedure Rule-making power of the courts

- 51 Civil procedure
 - 514 Equity pleading and procedure
 - 515 Code pleading
 - 516 Declaratory judgments
 - 519 Notaries
- 52 Criminal procedure *see also* N3
 - 525 Bail and bond
- 53 General procedure
 - 531 Notice and hearing Legal advertising
 - 532 Witnesses
 - 533 Evidence Expert testimony
 - 539 Sentence
- 54 Grand jury Indictment
- 55 Prosecution Procedure by information
- 56 Trials: Petit jury, Trial by jury, etc.
 - 561 Delay Change of venue
 - 569 Verdict
- 57 Jury
 - 573 Selection of jury
 - 575 Training for jury service
- 58 Appellate procedure and administration

6 Legal Aid

- 61 Public defender

7 Law Departments **Departments of justice**

- (f) Federal department of justice, Attorney general
- (s) State departments of justice, Attorneys general, Prosecuting attorneys
- (m) Municipal law departments, Corporation counsel

9 LEGAL PROFESSION

- 909 Bar associations
- 91 Admission to the bar
 - 913 Bar examination Examiners
- 92 Legal ethics
- 94 Fees and salaries

I

THE EXECUTIVE

ADMINISTRATIVE MANAGEMENT

ADMINISTRATIVE LAW

- 2 **THE EXECUTIVE AND EXECUTIVE BODIES** Single or plural responsibility
 - 21 Chief executive
 - 211 Privileges and status
 - 212 Powers and functions: as political leader; as leader of the legislature; as chief of ceremonials of state; as military leader; as diplomatic head; as administrative head
 - 213 Relation to the legislative branch
 - 22 Vice-president, Lieutenant governor, etc.
 - 24 Executives in foreign countries: Sovereigns, Presidents, etc.
 - 241 Prime ministers *see also* B51
 - 245 Dictators *see also* B58
 - 27 Cabinet system Ministerial responsibility
 - 28 Boards and commissions
For specific bodies, classify material with the subject, as: Interstate commerce commission, W00.
 - 29 Administrative officer Manager
Include heads of departments.
- 5 **ADMINISTRATIVE MANAGEMENT** *see also* T25
 - 51 Administrative control Leadership Inspection
 - 511 Managerial aids: Planning, Budget, Staffing *see also* Forms 000, 041, K
 - 5111 Internal reporting *see also* Form 06
 - 5112 Direction Administrative orders and regulations
see also Form 037
 - 5113 Administrative assistants
 - 513 Organization *see also* Form 001
 - 5131 Centralization and decentralization *see also* Form 002
 - 5132 Departmentalization Staff and line

- 5133 Administrative areas (Geographical areas created for administrative convenience.) Field organization
- 5135 Reorganization Management surveys and installations
Classify reorganization plans for specific units of government in B5-B7.
- 53 Office management
 - 531 Office supervision
Types of work requiring supervision, ratio of supervisors to operators, etc.
 - 532 Office location and layout *see also* X23, X27
 - 534 Work programs: Routing, Schedules, etc. *see also* K22, T83
 - 537 Special office equipment: Furniture, Machines, Supplies, etc.
see also L807
- 54 Public relations
 - 541 Reporting *see also* Form 06, I5111
 - 548 Publicity Methods or channels for reaching the public:
Films, Press, Radio broadcasting, etc. *see also* Form 085
 - 5488 Campaigns and exhibits *see also* Form 088
Include techniques and administration.
 - 549 Information bureaus
- 55 Research *see also* Form 084
 - 551 Research methods
 - 5511 Statistical methods *see also* Form 0651
 - 5512 Graphic methods
 - 5513 Survey methods *see also* Form 068
 - 5514 Questionnaires
 - 5515 Interviewing
 - 5516 Case study
 - 555 Governmental research
- 56 Records Record keeping Archives *see also* Form 06
 - 5600 National archives
- 561 Public printing
 - 56100 (f) Government printing office (s) State printers
- 57 Measures and standards of administrative operation
- 58 Consultation
 - 581 Advisory councils
 - 582 Technical consultants Experts
 - 584 Organization and management of associations *see also* Form 09

585 Organization and management of committees, conventions, conferences, etc. *see also* Form 096

9 ADMINISTRATIVE LAW

91 Administrative discretion

92 Administrative courts

93 Quasi-legislative powers Rule-making

94 Administrative adjudication Judicial review of administrative orders

942 Jurisdiction

944 Procedure Notice and hearing *see also* H5

9445 Evidence

J

PLANNING

J PLANNING *see also* Form 000

1 Technical Procedure

- 11 Making of surveys
 - 111 Geodetic surveying
 - 112 Topographical surveying Map drawing
 - 113 Aerial surveying Aerial mapping
 - Land use surveying, *see* Y11068
 - Real property inventory techniques, *see* XA068
- 12 Building the master plan
- 13 The official map
- 14 Presentation of plans *see also* I541
- 15 Competitions
- 16 Use of the expert consultant
- 17 Military considerations in planning
- 19 Principles of design Aesthetic aspects of planning

2 Resources Planning

- (21) Social resources Population *prefer* B12, B19, O, OA, P, Q
- (22) Natural resources *prefer* V43, Y, Z
 - 221 Geographic and topographic factors *see also* Geographies, A7;
Economic geography, T19
 - 222 Geologic factors *see also* Y2
 - 223 Climatic factors *see also* Y9
- (23) Economic resources *prefer* T000, T19
- 27 Reconstruction of devastated areas

3 National Planning

- 300 National planning agencies

- 4 **Regional Planning** Large scale planning projects: Boulder dam, Tennessee Valley authority, etc.
 - 400 Regional planning agencies
- 5 **State Planning**
 - 500 State planning agencies
- 6 **County Planning**
 - 600 County planning agencies
- 7 **City Planning** (mt) Metropolitan planning
 - 700 City planning agencies
 - 7024 Police power *see also* J9
 - 7025 Eminent domain Excess condemnation
 - 71 Cities and towns Types of cities
 - 711 Commercial
 - 712 Industrial
 - 714 Residential
 - 7141 Suburbs
 - 7142 Resorts
 - 7143 Garden cities
 - 72 Pattern of city growth Evolution of the city *see also* B836
 - 721 Decentralization of cities
 - 7213 Blighted areas Rehabilitation of blighted areas *see also* XA37
 - 73 Architectural control *see also* X23, XA23
 - Civic centers, *see* X211
 - 75 Neighborhood planning
 - 78 Municipal improvements
 - 7809 Improvement associations
- 8 **Land Subdivision** *see also* L2311, T6
 - 801 Regulation
 - 81 Restrictions
 - Ribbon development, *see* J92
- 9 **Zoning** *see also* J7024, Y11
 - 903 Zoning legislation and ordinances
- 91 County zoning

J**PLANNING**

- 92 Strip zoning Ribbon development
- 95 Urban zoning
 - 952 Business districts
 - 9525 Manufacturing districts
 - 953 Residential districts
 - 956 Building lines *see also* J7024
 - 958 Building height and bulk

K

PERSONNEL ADMINISTRATION

K PERSONNEL MANAGEMENT

08 Training for profession of personnel administration

1 The Public Service

100 Public personnel departments Civil service commissions

103 Legislation

Include classified and unclassified service.

11 Public office Public officials

12 Merit systems Classified civil service

125 Career service

13 Spoils system

131 Patronage

132 Nepotism

134 Political assessment

18 Bureaucracy

For general material. Classify critical studies of specific administrations in B5-B7.

2 Job Classification

22 Job analysis *see also* T83

23 Classified pay plans Wage payment plans

232 Salaries *see also* R22

233 Payday

234 Wage incentives: Bonus, etc.

235 Pay plan adjustments: Increases and decreases, etc. *see also* K41

237 Deductions: Retirement compensation, Savings, Insurance plans, etc.

238 Dismissal wages

239 Payrolls

3 Selection

31 Requirements and occupational qualifications

- 311 Special qualifications
- 312 Preference factors: Age, Marital status, Religion, Sex, etc.
- 32 Recruitment Applications
- 33 Tests and standards of selection Examinations
 - 331 Medical and physical examinations *see also* O31
 - 333 Written examinations
 - 3331 Occupational tests
 - 3333 Intelligence tests
 - 3335 Personality tests
 - 3337 Aptitude tests Ability tests
 - 3339 Achievement and educational tests
 - 334 Performance tests
 - 335 Oral examinations Interviews
- 36 Background evaluation Character investigations
 - 361 Experience
 - 367 References and recommendations
- 37 Eligible lists
 - 377 Certification
- 38 Appointments Induction
 - 385 Limited term and excepted appointments
 - 387 Probation
- 4 **Placement Service Standards and Evaluation**
 - 41 Promotion
 - 417 Demotion
 - 42 Transfer
 - 45 Service rating
 - 46 Personnel record keeping
- 5 **Training In-service training**
 - 51 Civil service schools Cram schools
 - 52 Internship Apprenticeship
- 6 **Work Terms Conditions of Employment**
 - 61 Days and hours of work
 - 613 Extra time Make-up time Holidays

K

PERSONNEL ADMINISTRATION

- 615 Tardiness Absence
 - 617 Vacations
 - 619 Leaves of absence Sick leave Sabbaticals
 - 62 Employee rights, duties, restrictions
 - 63 Discipline
 - 635 Self-government programs
 - 65 Employee facilities and activities Welfare work of management
 see also K85
 - 651 Lunchrooms and cafeterias
 - 653 Educational programs
 - 654 Safety programs
 - 6541 Medical services: Clinics and infirmaries, Nurses, etc.
 - 655 Employee magazines House organs
 - 657 Company savings and loan plans Plant unemployment
 benefits
 - 659 Recreation Clubs
 - 68 Tenure
 - 7 **Employee Relations**
 - For Industrial relations, *see* R7.
 - 71 Employee representation
 - 715 Suggestion systems
 - 73 Employee organizations
 - 731 Unions of civil employees *see also* R8
 - 74 Right of appeal Arbitration *see also* R78
 - 78 Employee morale
 - 8 **Separation from the Service**
 - 81 Layoff Abolition of positions
 - 82 Resignation
 - 823 Reinstatement
 - 83 Discharge
 - 84 Turnover
 - 85 Retirement Retirement plans
 - 9 **Applied Psychology** Industrial psychology
- Office Management, *see* I53**

L

PUBLIC FINANCE

L FINANCE

00 Treasury and finance departments

Financial planning, *see* L12

01 Supervision Legislative supervision

017 State supervision of local finance Indiana plan

03 Legislation

Include Appropriation legislation.

Cost of government, *see* L64

1 Budget Procedure and function Budgetary reform Budgetary control

100 Budget bureaus

106 Budget reports

12 Formulation: Balance and unbalance, Capital budget, Cyclical budget balancing, Financial planning, etc.

13 Publication: Hearings, etc.

14 Adoption: Authorization, Appropriation, etc.

Appropriation legislation, *see* L03

Budget administration, *see* L100, L8

17 Revision: Supplementary and deficiency budgets, Transfers, etc.

19 Fiscal period

2 Revenue Taxation

The Form List, L21, and L22 relate to the whole subject of taxation and not to specific kinds of taxation.

200 Tax departments and commissions

206 Tax reports

2065 Tax rolls Assessment rolls

(2069) Tax maps Assessment maps *prefer* A7:4

21 Tax policy

211 Direct and indirect taxation Sources of revenue Incidence of tax burden Diversity Earmarking of revenues

212 Intergovernmental problems: State-administered locally-shared taxes, Reciprocal taxation, Retaliation in taxation, etc. *see also* L2285, L69

2123 Conflicting taxation Double taxation

L

PUBLIC FINANCE

- 213 Regulatory and sumptuary taxation
 - 214 Rate structure Progressive, Regressive, and Proportional
 taxation
 Classify Rates and Rate schedules with specific tax whenever
 possible.
 - 215 Tax limitation *see also* L315
 - 216 Exemptions and immunities
 - 2161 Government instrumentalities
 - 2162 Homesteads
 - 2163 Housing projects
 - 2164 Industry
 - 2165 Religious, Charitable, Educational institutions, etc.
 - 217 Emergency taxation War taxation *see also* L239, L243,
 L2514
 - 22 Administrative procedure
 - 222 Appraisal Valuation Assessment methods
 - 2222 Review and equalization Revision of assessment
 Arbitrary assessment
 - 223 Collection
 - 2231 Enforcement methods Foreclosure of tax liens Tax
 sales *see also* L29, Y14
 - 2233 Collection devices: Tax stamps, Tokens, etc.
 - 2235 Tax calendars
 - 2236 Instalment payments Partial payment of taxes
 - 224 Evasion and avoidance Delinquency and penalties
 - 228 Tax returns: Methods of handling, Statistics, etc.
 - 2285 Intergovernmental clearance
 - 229 Tax auditing
- 23 Property taxes: General, Special, etc.
 - 231 Real property taxes
 - 2311 Land values
 The intangible value of land, improved or unimproved.
 - 2312 Assessed values
 The figure at which property is entered on the assessment roll
 by any authorized assessment agency, and on which the tax
 liability may be computed.
 - 232 Mines Forests *see also* L257, Y2, Y4
 - 233 Personal property taxes: Tangible, Intangible
 - 2332 Assessed values

L

PUBLIC FINANCE

- 236 Special assessments *see also* L3118
 - 2361 Apportionment
- 238 Single tax
- 239 Capital levy
- 24 Personal taxes *see also* L233
 - 242 Death taxes Inheritance and estate taxes Gift and transfer taxes
 - 243 Net income taxes *see also* L2513
Include rates and exemptions.
 - 248 Poll tax
- 25 Special business taxes
 - 251 Corporations
 - 2511 Franchise tax
 - 2512 Capital stock tax
 - 2513 Corporate income tax
 - 2514 Excess profits tax
 - 2515 Undistributed profits tax
 - 252 Banks Insurance companies
 - 253 Public utilities: Railroads, etc.
 - 254 Chain stores
 - 255 Stock transfer tax
 - 256 Licenses and permits *see also* Form 034, U22
 - 257 Severance tax
 - 258 Processing tax
 - 259 Payroll tax
- 26 Motor vehicles *see also* W31034, W32034, W46034
- 27 Sales, Use, Gross receipts, Gross income, and other excise taxes
 - 271 Liquor and soft drinks *see also* N7, T2115
 - 272 Tobacco
 - 273 Gasoline
- 28 Import and export duties Tariff
For Tariff policy, *see* T394.
 - 2800 U. S. Tariff commission
- 29 Revenues from other sources than taxation
 - 291 Service charges Fees and fines
File general material here. For specific service charges, *see* individual subjects, as: Court costs, Sewerage charges, etc.

PUBLIC FINANCE

- 293 Payments in lieu of taxation
- 294 Revenues from public enterprise
- 295 Gifts

3 Borrowing Debts

- 31 Debt policy
 - 311 Bonds
 - 3111 Term bonds
 - 31112 Callable bonds
 - 31113 Sinking fund bonds
 - 3114 Serial bonds
 - 3116 Revenue bonds
 - 3117 General obligation bonds
 - 3118 Special assessment bonds
 - 312 Short-term borrowing: Demand notes, Treasury certificates, Warrants, etc.
 - 3121 Funding
 - 315 Debt limitation
- 32 Authorization
- 33 Sale of securities
- 34 Debt administration Paying agent
- 35 Redemption policy
 - 351 Sinking funds Amortization *see also* L31113
- 36 Defaults
 - 361 Refunding, Conversion, and Adjustment of debts
 - 362 Moratorium
 - 363 Bankruptcy and receivership
 - 364 Repudiation
- 39 International public loans War loans

5 Funds and Investments *see also* L85

- 55 Custody and security of public funds

6 Expenditures

Include policies of economy, spending, etc.

- 61 Current expenditures
 - 619 Miscellaneous expenditures: Claims, Payrolls, Travel expenses, etc.
- 62 Capital expenditures *see also* L12

L

PUBLIC FINANCE

64 Cost of government Relation of public services to government costs
Include general cost of operation here. Specific costs are to be found in Form 04 under various departments, as: Road costs, X604, etc.

69 Grants-in-aid and expenditures to other levels of government
Subsidies and bounties *see also* Forms 044-047

7 Centralized Purchasing

700 Purchasing departments

71 Purchasing policies and methods

713 Specifications

714 Bid systems

715 Contracts and orders

717 Inspection

For Testing, *see* T85.

73 Storerooms and stock Storage and warehousing *see also* T3435

731 Issuance of supplies

734 Interdepartmental transfers

736 Surplus stock

74 Repair shop Central garage *see also* X216

75 Motor equipment and supplies

8 Accounting Accounting control *see also* Budgetary control, L1

800 Comptrollers

Supervision, *see* L01, L9

807 Accounting devices: Accounting machines, Card records, Loose-leaf books, etc. *see also* I537

82 Inventories

84 Accounts and statements

844 Statements of income and expenditure

845 Statements of financial condition

846 Statistical statements

85 Funds and accounts

86 Cost accounting

88 Uniform accounting

9 Auditing *see also* L229

91 Pre-audit

93 Post-audit: Independent, Internal

N

NATIONAL DEFENSE LAW ENFORCEMENT POLICE FIRE PROTECTION SAFETY

- 1 **NATIONAL DEFENSE** *see also* N69, T29
 - 104 Defense financing and costs
 - 11 Military policies: Militarism, Preparedness, etc.
 - 111 Recruitment: Compulsory service, Enlistment, etc.
 - 112 Mobilization Demobilization
 - 119 Civilian control of military policy
 - 12 Army
 - 1200 War department
 - 1204 Finance
 - 1207 Equipment and supplies: Arsenal, Munitions, etc.
see also X2119
 - 1208 Military education: Army war college, West Point, etc.
see also N123, P416, P458, P546
 - 121 Army organization: Artillery, Engineers, etc.
 - 1219 Reserves: National guard, Civilian reserves, Militia, etc.
 - 122 Army posts and stations
 - 123 Military training camps
 - 124 Military justice Court martial
 - 125 Military prisons Concentration camps
 - 13 Military aviation *see also* W6
Subdivide, where applicable, like N12
 - 14 Navy
Subdivide, where applicable, like N12
 - 19 Veterans
 - 1909 Organizations: American legion, etc.
 - 193 Hospitals and homes
 - 194 Bounties and pensions
 - 195 War risk insurance

N**NATIONAL DEFENSE; LAW ENFORCEMENT; SAFETY**

2 LAW ENFORCEMENT *see also* C435, N3, N7, Q8

200 Federal bureau of investigation

2003 Cooperation between levels and units of government:
Interstate blockade, Interstate rendition, etc.

204 Cost of crime and crime control

206 Crime reports Uniform crime reporting

2065 Crime statistics

21 Agents, G-men, Inspectors, Private police, Secret service agents, etc.
see also N41

22 Enforcement methods

26 Civilian registration and identification *see also* Fingerprinting,
N361**3 Criminal Investigation** *see also* Q8

3084 Crime research

31 Apprehension Arrest *see also* H5235 Preparation and preservation of evidence Crime detection meth-
ods: Autopsy, Electrochemistry, etc.36 Criminal identification: Ballistics, Crime reconstruction, Third de-
gree, etc.361 Physical measurements and marks: Dermatoglyphics, Finger-
printing, etc.**4 POLICE**

Add s for State police and mt for Metropolitan police.

400 Police departments

4002 Police districts

Cooperation between levels and units of government, *see*
N20034005 Interdepartmental relations: Police-Fire, Police-Health,
etc.

4037 Police manuals

402 Functions of the police department

406 Departmental reports

For Uniform crime reports, *see* N206.407 Equipment *see also* N47

41 Policemen

42 Sheriff

Police stations, *see* X211545 Kinds of police service: Aerial police, Detectives, Park police, Patrol,
Policewomen, Traffic police, etc.

- 46 Junior police
- 47 Police communications
 - 471 Teletype
 - 472 Alarms and telephones
 - 473 Radio

5 FIRE PROTECTION *see also* Y45

- 500 Fire departments
 - 5003 Cooperation between levels and units of government
Outside service, etc. *see also* N56
 - 5005 Interdepartmental relations
- 502 Functions of the fire department
 - 5065 Statistics Fire losses
- 507 Equipment
- 51 Firemen
 - Fire stations, *see* X2115
- 53 Causes of fire: Explosives, Inflammable liquids, etc.
- 55 Classification of cities by fire defenses Insurance rate making
see also N5065, T536
- 56 Rural fire service
- 57 Fire prevention Safety devices and measures
Include Fire alarms, Fire drills, Fire extinguishers, etc.
 - 5700 Fire prevention bureaus
- 58 Fire fighting methods
- 59 Salvaging

6 PUBLIC SAFETY AND ORDER

- 6000 Planning for disasters and emergencies
- 603 Safety codes
 - 6065 Accident statistics *see also* N5065, W47065
- 608 Safety education Safety programs
 - 6088 Safety campaigns
- 62 Inspection *see also* Form 011, O5, O6
Standards and tests, *see* T8
- 63 Censorship *see also* OA838, W965
- 65 Firearms and other weapons
- 66 Explosives Fireworks

N

NATIONAL DEFENSE; LAW ENFORCEMENT; SAFETY

- 67 Measures and devices for accident prevention
 - 671 Alarm systems
 - Industrial safety, *see* R647
 - Traffic safety, *see* W47
 - Household safety, *see* XA96
 - 69 Civilian protection in war *see also* X219
- 7 Liquor Traffic *see also* L271, T2115
 - 700 Liquor commissions
 - 701 Liquor control
 - 7034 Liquor licenses
 - 71 Prohibition
 - 72 Sales in government stores and dispensaries Sales in drug stores, restaurants, etc.
 - 73 Local option Local regulation
 - 735 Saloons Taverns
 - 75 Illegal traffic

O

HEALTH MEDICAL PROFESSION SANITATION

O PUBLIC HEALTH

Regulation and inspection, *see* O2, O5, O6

065 Vital statistics

For discussions of rising or declining birth rate, *see* Population trends, B12.

1 Health Services

11 Medical service

110 Medical history Medicine and the sciences

1104 Costs of medical service

11084 Medical research

1109 Medical associations

111 Medical profession

Include professional ethics, as: Fee splitting, Medical advertising, Malpractice, Quackery, etc.

1118 Specialization

112 Private practice

113 Group medical practice

114 State and socialized medicine

115 Cooperative medical service

116 Group plan of medical service

117 Group plan of hospital service

12 Public health officers

125 Public health nurses and nursing

13 Hospitals Health institutions *see also* X2123

1307 Equipment: Ambulances, etc.

14 Clinics and dispensaries Health centers

18 Dental service

2 State Control of Health Agents and Agencies

- 21 Regulation of practice Licensing and examination of candidates
 - 211 Physicians and surgeons
 - 212 Chiropractors Osteopaths Masseurs Physiotherapists
 - 213 Dentists
 - 214 Oculists Optometrists
 - 215 Nurses Midwives Nurses' registries
 - 216 Bacteriologists
 - 217 Pharmacists
 - 218 Morticians
 - 219 Veterinarians
- 22 Regulation of instruction Standards of preparation
 - 221 Medical education Medical schools Internship
 - 223 Dental education Dental schools
 - 225 Nursing education
 - 227 Pharmaceutical education
- 24 Regulation of policies and procedures *see also* O111
 - 245 Post-mortem examinations Autopsy *see also* N35
 - 246 Sterilization
 - 247 Vivisection
 - 248 Legalized homicide Euthanasia
 - Birth control, *see* O97

3 Pathology Disease Control

- 31 Physical and medical examinations Psychological and psycho-pathic examinations
- 32 Noncommunicable diseases and afflictions: Blindness, Cancer, Cardiac diseases, etc.
- 33 Communicable diseases Epidemiology
 - 331 Compulsory treatment and prevention: Immunization, Quarantine, Vaccination, etc.
 - 333 Tuberculosis
 - 334 Venereal diseases
- 35 Mental and nervous disorders and deficiencies Mental hygiene
see also Q65
 - 352 Psychiatry
- (36) Occupational diseases and poisons *prefer* R641
- 38 Therapeutics Convalescence
 - 385 Occupational therapy
- 39 Medical climatology

- 5 **Sanitary Inspection and Regulation** *see also* Form 011, V44
 - 51 Public places and conveyances: Drinking cups, Hotels, Rest rooms, Towels, etc. *see also* P466, R64
 - 52 Manufacture and sale of products: Bedding, Clothing, etc.
 - 55 Barbers and beauticians
 - 57 Prevention of risks and hazards: Endurance contests, etc.
- 6 **Sanitary Inspection and Regulation of Food and Drugs**
 - Correct labeling, *see* T3479
 - 62 Drugs: Distribution, Sale, etc.
 - 622 Proprietary medicines
 - 623 Poisons
 - 624 Narcotics
 - 625 Pharmacies
 - 63 Milk Dairy products *see also* Z29
 - 631 Certification of herds Eradication of tuberculosis
 - 633 Standardization Certification
 - 634 Pasteurization
 - 635 Dairies
 - 64 Meat Meat products *see also* O631, Z29
 - 644 Packing houses Abattoirs
 - 65 Food shops and factories *see also* O635, O644, O694
 - 66 Restaurants
 - 69 Food preservation: Canned, Dried, Frozen foods
 - 694 Canneries and packing houses
 - 696 Cold storage Ice plants
- 9 **Public Health Programs** Health education Hygiene
 - 92 Maternal and infant care
 - 95 Child health *see also* Q43, Q6
 - 954 Child study
 - For Child guidance clinics, *prefer* Q437.
 - 96 Nutrition
 - 97 Eugenics Birth control
 - 98 Personal hygiene
 - Physical education, *see* P415.
 - 984 Beauty culture
 - 985 Sex hygiene
 - 99 First aid in illness and injury

OA

RECREATION

COMMERCIALIZED AMUSEMENTS

CLUBS

OA RECREATION Leisure

00 Recreation commissions and agencies

09 Associations: National recreation association, etc.
For Clubs, *see* OA9.

1 Physical Recreation Play Athletics *see also* P415

11 Children's playground activities Supervision *see also* X213
114 Children's games and toys

12 Court and field games *see also* OA86, X213
Include Badminton, Baseball, Football, Golf, Hockey, Tennis, etc.

13 Cross country sports Tramps and trails
Include Cycling, Horseback riding, Skiing, etc.

14 Athletic sports
Include Boxing, Fencing, Wrestling, etc.

15 Track athletics

16 Winter sports } Although the separate activities are classified above,
17 Summer sports } these subjects are provided for that general body of
material so designated.

2 Aquatic Sports

22 Boating and sailing

221 Canoeing

225 Yachting

227 Motorboats

25 Swimming Wading *see also* X2133

27 Fishing *see also* Y74

3 Public Entertainments

31 Tournaments

311 Olympic games

32 Festivals Celebrations

33 Pageants

4 Recreational Areas (f,s,m) National, State, Municipal parks

Here belong treatises on parks from the standpoint of administration and public benefit. For layout, facilities, equipment, construction, and maintenance, see X213, X214.

400 Park departments

404 Finance Fees and charges Concessions

(42) Park structures Recreational buildings *prefer* X213, X214

43 Tourist camps

44 Botanical gardens

449 Garden clubs Flower shows *see also* Z27

45 Zoological gardens

46 Bathing beaches Recreation piers *see also* V44, X2133

48 Social and recreational centers Community centers *see also* P461

5 Cultural Recreation

51 Games *see also* OA114

52 Dramatic arts Amateur theatricals *see also* OA33, OA83

521 Story telling Charades Dramatic readings

525 Puppets and marionettes

529 Costumes Makeup Stage property

53 Lectures Chautauquas Community institutes

54 Music Community music Music appreciation

541 Bands and orchestras

545 Choirs Choral societies

548 Operas Operettas

549 Music festivals

55 Dancing Folk dancing *see also* OA82

56 Art

561 Graphic arts Painting

564 Photography

565 Sculpture

567 Model making

57 Handicrafts Folk art

58 Science (as a hobby)

59 Hobbies

- 6 **Travel** Historic tours Vacation tours
 - 62 Historical museums and exhibits Historic preservatons
 - 64 Vacation camps Camps for children
 - 65 Tourist lodgings *see also* O51, OA43, XA212
 - 655 Youth hostels

- 8 **COMMERCIALIZED AMUSEMENTS**

The librarian may classify Regulation, Laws, and Licensing in
801, 803, 8034, or include with each of the subdivisions below.

 - 81 Gambling, Lotteries, Games of chance and skill, etc.
 - 811 Slot machines
 - 82 Dance halls, Skating rinks, etc.
 - 83 Theater
 - 835 Moving pictures
 - 838 Review and censorship
 - 84 Amusement parks, Carnivals, Circuses, Parades, etc.
 - 86 Commercialized sports: Baseball, Bowling alleys, Football, Pool halls,
etc.
 - 87 Racing

- 9 **CLUBS** Organizations
 - 91 Fraternal organizations *see also* P5209, T51
 - 93 Women's clubs
 - 94 Hobby clubs
 - 95 Juvenile clubs and organizations: Boy scouts, etc. *see also* Q8725,
Z09
 - 98 Study clubs (other than those in OA93, OA94): Debating societies,
Foreign language clubs, Literary societies, Science clubs,
etc.
 - Business clubs, *see* T309
 - Professional clubs, *see* P709

P

EDUCATION LIBRARIES

P EDUCATION

00 Departments of education

002 School districts Consolidated schools

01 Supervisory function of the state *see also* P3

04 Finance

044 School grants School lands *see also* P5044

09 Associations

1 Teaching

11 Teachers, Principals, Superintendents, etc. *see also* P51

11034 Certification

1108 Normal schools and teachers' colleges

1109 Teachers' associations and clubs Federations and unions

11096 Teachers' conventions

14 Methods of teaching: Experimental method, Tutorial system, etc.

141 Mechanical teaching aids Auditory and visual aids

144 Textbooks

145 Progressive education

147 Supervised study

19 Relation to parents

1909 Parent-teacher associations

2 Students

209 Fraternities, Social clubs, etc.

21 School attendance *see also* P32

211 Truancy

215 School terms: Hours, Semesters, Vacations, etc.

2153 Summer schools Vacation schools

219 Transportation of students

- 22 Coeducation
- 23 Special groups
 - 232 Defective children *see also* Q6
 - 233 Gifted children
 - 234 Racial segregation Education of Indians, Negroes, etc.
- 24 Discipline
 - 242 Supervision of students Monitors
 - 243 Student government Honor systems
- 25 School hygiene School health service
 - 252 Medical inspection
 - (2522) Control of communicable diseases *prefer* O33
 - 2523 Defective organs: Eyesight, Hearing, Posture, etc.
 - 254 School clinics
 - 255 Nutrition work: Free milk, School lunches, etc.
 - 256 Open air schools
 - 259 Social service work Visiting teachers
- 26 Student aid *see also* Q45
 - 263 Employment and certification
- 28 Examinations and marking systems
 - 281 Intelligence and information tests
- 3 Education and State *see also* P01
 - 31 Literacy and illiteracy
 - 32 Compulsory education *see also* P21
 - 38 School standards Academic standing
- 4 Schools School Systems *see also* P5
 - Include Rural schools.
 - 41 Curricula *see also* P54
 - 412 Liberal education
 - 4121 Languages Literature
 - 4122 Arts Music
 - 413 Science
 - 414 Social sciences: Economics, History, Sociology, etc.
 - 4141 Civics Citizenship training in the schools
 - 415 Physical education and training
 - 416 Military education *see also* P458

-
- 417 Character training Religious training *see also* P451
 - 419 Extracurricular activities
 For specific recreational activities, *see* OA.
 - 42 Elementary education
 Include Rural schools.
 - 421 Preschool education Kindergartens Nursery schools
 - 422 Primary education
 - 43 Secondary education High schools
 Include Agricultural high schools.
 - 431 Junior high schools
 - 45 Private schools
 - 451 Parochial schools
 - 458 Military schools
 - 46 School buildings and grounds
 - 4607 Equipment and installation: Furniture, Lighting, Heating, Air conditioning, Plumbing, etc.
 - 461 Use of school buildings and grounds: Neighborhood use, etc.
 - 462 Site planning
 - 463 Design
 - 465 Materials and methods of construction
 - 466 Repairs and maintenance
 Include Sanitation.
 - 469 Overcrowding Portable buildings Rental of private buildings
 - 5 Colleges and Universities
 - 500 Boards of trustees
 - 504 Finance
 - 5044 Land grants
 - 509 Associations: American college personnel association, National association of state universities, etc. *see also* P09, P1109
 - 51 Professors and instructors
 - 511 Specialists Lecturers Intercollegiate exchanges
 - 52 Students
 - 5209 Fraternities, Social clubs, etc.
 - 521 School terms: Semesters, Summer schools, etc.
 - 522 Coeducation
 - 524 Discipline
 - 5242 Supervision of students Student deans Monitors
 - 5243 Student government Honor system

-
- 525 Student hygiene Clinical facilities
 - 526 Student aid *see also* Q45
 - 5263 Employment
 - 5264 Scholarships Fellowships
 - 528 Examinations Requirements for degrees
 - 54 Curricula Special colleges and special courses
 - 541 College catalogs
 - 542 Liberal education
 - 5421 Languages Literature
 - 5422 Arts Music
 - 5423 Philosophy Psychology
 - 543 Science
 - 544 Social sciences: Economics, History, Sociology, etc.
 - 545 Physical education
 - 546 Military training
 - 549 Extracurricular activities
 - For specific recreational activities, *see* OA.
 - 56 Buildings and grounds
 - 57 Junior colleges
 - 58 Extension education
 - Research, *see* I55
 - 59 Alumni
 - 6 Vocational Education**
 - 61 Vocational counseling
 - 62 Trade and technical schools Vocational high schools
 - 63 Commercial education Business schools
 - 64 Correspondence schools *see also* P58
 - 65 Evening schools Continuation schools Part-time schools
 - Agricultural education, *see* P002 P43, P54, Z1
 - 69 Vocational rehabilitation
 - 7 Professional Education** The professions
 - 7034 Professional licensing and registration
 - 709 Professional associations *see also* H909, O1109, P1109, etc.
 - 74 Professional ethics
 - 8 Adult Education**

9 LIBRARIES

91 Librarians

91034 Certification

92 Library science

921 Book selection, ordering, purchasing

922 Classification and cataloging

923 Circulation Charging systems Loan periods

924 Reference

925 Readers' advisers Reading courses

926 Binding

93 Extension activities Field work

931 Traveling libraries Book wagons Direct mail service

94 Branches and stations Special interests and special services: Art,
Children's work, Music, Technology, etc.

95 Special libraries

951 Public administration libraries *see also* G81, I555

952 School libraries

953 College libraries

98 Rental libraries

Library buildings, *see* X2126

Q

WELFARE DEPENDENCY SOCIAL INSURANCE CRIME

Q PUBLIC WELFARE

Here are entered works on tax-supported social welfare, including all governmental activities for the prevention and treatment of dependency, delinquency, crime; treatment of the physically and mentally handicapped; the administration of state and local institutions; probation and other functions handled by state and local public welfare departments. For categorical relief, *see* Public assistance, Q3, Q4, Q6; for private charity, *see* Social service, Q1.

00 Welfare departments

000 Social welfare planning Councils of social agencies *see also* Q871

044 Grants-in-aid *see also* Q43044, Q48044, Q61044

09 Associations: Red cross, etc.

1 Social Service

For material on privately organized educational or preventive work for the improvement of social and economic conditions which contribute to the maladjustment of individuals or families.

100 Private agencies

104 Finance Community chests Philanthropy Fund raising

15 Relation with public welfare organization

2 Fields of Social Work Social work as a profession

21 Social workers

21034 Certification

215 Volunteer workers

23 Social case work

2306 Records Record keeping

231 Social service exchanges

233 Family welfare

Child welfare, *see* Q43

234 Travelers' aid

236 Medical and psychiatric social work

- 25 Social group work
- 253 Social settlements
- 3 Assistance and Relief *see also* Q4, Q6
 - Public assistance refers to money payments given by governments to needy persons in certain categories. Relief is temporary aid.
 - 31 Underprivileged Poor Unemployables *see also* Q6
 - 311 Almshouses Poor farms
 - 316 Vagrancy Begging
 - 32 Direct relief
 - 321 Food allowances Food stamp plan
 - 322 Clothing distribution
 - 325 Medical service for the indigent
 - Legal aid, *see* H6
 - Public health nursing, *see* O125
 - 33 Work relief
 - 34 Family allowances
 - 36 Unemployment relief *see also* Q52
 - 37 Transients Lodging houses *see also* R18
 - 3703 Settlement laws
 - 38 Self-help cooperatives Barter exchanges
 - 39 Disaster relief War relief Refugees *see also* Red cross, Q09
- 4 DEPENDENCY *see also* Q6
 - 41 Welfare institutions *see also* Q311, Q431, Q481, Q611, Q93, X2125
 - 43 Child welfare *see also* O95, Q6, R17
 - 43044 Aid to dependent children Mothers' pensions
 - 431 Institutional care: Foundling homes, Orphanages, etc.
 - 433 Illegitimacy
 - 434 Guardian and ward
 - 436 Child placing Adoption Foster care
 - 437 Child guidance clinics
 - 438 Day nurseries Crèches
 - 45 Youth Youth movement
 - 4500 Civilian conservation corps, National youth administration
 - 48 Aged
 - 48044 Old age assistance *see also* Q58
 - 481 Institutional care *see also* Q311

5 **SOCIAL INSURANCE**

- 52 Unemployment insurance *see also* K657, R851
- 55 Health insurance *see also* O116, O117, R851, T524
 - 553 Maternity insurance
 - Workmen's compensation, *see* R66
- 58 Old age insurance
- 59 Survivors' insurance

6 **Handicapped and Disabled**

Include Rehabilitation.

- 61 Care and treatment
 - 61044 Grants-in-aid
 - 611 Institutional care
 - 617 Special equipment
 - 618 Special training
- 62 Blind
 - Subdivide, where applicable, like* Q61
- 63 Deaf
 - Subdivide, where applicable, like* Q61
- 64 Cripples
 - Subdivide, where applicable, like* Q61
- 65 Mental defectives Mental diseases *see also* O35
 - Subdivide, where applicable, like* Q61
 - Sterilization, *see* O246

8 **CRIME** Criminals

For Crime reporting, *see* N206; Crime costs, N204; Crime statistics, N2065; Criminal investigation, N3.

- 81 Classification of crimes
 - 811 Crimes against the state
 - 8111 Conspiracy, Treason, Flag desecration, etc.
 - 8112 Against the administration
 - For Corruption in politics, *see* F5; Corrupt election practices, F88.
 - 8113 Against justice: Perjury, etc.
 - For Contempt of court, *see* H37.
 - 8114 Against the revenue: Counterfeiting, Smuggling, etc.
 - For Illegal liquor traffic, *see* N75.
 - 812 Crimes against public order: Disorderly conduct, Gangs, Lynch law, Outlaws, etc.
 - 813 Crimes against the person: Kidnapping, Libel and slander, Murder, Sex crimes, Suicide, etc.

- 814 Crimes against property: Arson, Embezzlement, Fraud, etc.
- 815 Crimes against public morals: Imposture, Obscene language and literature, etc.
- 82 Causes of crime
- 86 Crime prevention
- 87 Juvenile delinquency *see also* Q437, Q9333
 - 871 Coordinating councils
 - 872 Juvenile protective movement
 - 8721 Juvenile detention homes
 - 8725 Big brother and sister movement
- 9 Penology Prisoners
 - 92 Correction and punishment
 - 921 Probation Parole
 - 922 Indeterminate sentence
 - 923 Capital punishment
 - 924 Pardon
 - 93 Correctional and penal institutions
 - Treat policies and administration here. For construction and maintenance, *see* X2129.
 - 931 Prisons Penitentiaries
 - 932 Jails
 - 933 Reformatories
 - 9333 Juvenile reformatories *see also* Q87
 - 934 Penal colonies *see also* N125
 - 94 Prison treatment
 - 941 Self-government
 - 947 Prison labor Prison industry
 - 98 Rehabilitation of criminals: Prison hospitals, Libraries, Schools, etc.
 - 985 Psychiatric care
 - 989 Prisoners' aid

R

LABOR

R LABOR

0 Labor History

- 00 Labor departments
- 01 Supervisory function of the state *see also* R9
 - 011 Inspection *see also* R64011

1 Labor Supply

- 11 Employment
 - 111 Labor turnover
 - 112 Unemployment
- 12 Employment agencies
- 13 Employment stabilization
- 14 Machinery in industry *see also* T253
 - Emphasize here the effect on labor.
 - Labor productivity, *see* T2531
- 143 Technological unemployment
- 15 Classes and systems of labor Skilled and unskilled labor
 - 151 Racial and national groups: Immigrant labor, Negro labor, etc.
 - 153 Compulsory labor, Contract labor, Peonage, Slave labor, etc.
 - Apprentice labor, *see* R52
 - Prison labor, *see* Q947
 - 157 Labor camps
 - 158 Seasonal labor Part-time labor *see also* Z43
 - 159 Home labor Sweatshops
 - Farm labor, *see* Z47
- 16 Employment of women
- 17 Child labor
 - (173) Certification *prefer* P263

- 175 Employment of youth
- 18 Migratory labor
- 2 Occupations
 - 2034 Occupational licenses
 - 21 Wage determination
 - 22 Wages *see also* K23
 - 23 Minimum wage
 - 25 Wage adjustments
 - 27 Method of payment: Piecework, Profit sharing, Tipping, etc.
 - 29 Garnishment and assignment of wages
- 5 Training
 - 52 Apprenticeship
- 6 Working Conditions
 - 61 Hours and days of labor
 - 613 Night and holiday labor Overtime
 - 617 Vacations
 - 64 Industrial hygiene
 - Include plant and equipment: heating, ventilating, etc.
 - 64011 Factory inspection
 - 641 Industrial accidents and diseases
 - 642 Dangerous occupations
 - 647 Safety devices and measures
 - 66 Employers' liability Workmen's compensation
 - 69 Labor standards
- 7 Labor Relations
 - (71) Employee representation in management *prefer* K71
 - 711 Shop committees Industrial councils
 - 712 Industrial democracy
 - 713 Company unions
 - 716 Employment stock ownership
 - 719 Union-management cooperation
 - 75 Employers' associations
 - 78 Arbitration Conciliation Mediation

8 Labor Unions

Whenever advisable within R8 to arrange the material by trade, it is suggested that the librarian use the scheme for the arrangement of labor union periodicals as followed by the Library of Congress classification under HD6350.*

804 Finance Fees Strike funds

82 Incorporation

83 Organization policies: Collective bargaining

831 Open, Closed, Preferential shop

833 Union label

Apprentices and helpers, *see* R52

84 Trade agreements

85 Union welfare programs

851 Union benefit plans: Old age, Death, Sickness, etc.

854 Labor banks

858 Educational activities

Union housing, *see* Cooperative housing, XA418

86 Labor disputes

862 Defenses and weapons of labor: Boycott, Picketing, Sabotage, Strikes, etc.

863 Defenses and weapons of management: Black list, Espionage, Lockout, Strikebreaking, etc.

9 Labor and the State

Arbitration Mediation Conciliation *see* R78

Collective bargaining, *see* R83

Inspection, *see* R011, R64011

Minimum wage, *see* R23

Workmen's compensation, *see* R66

91 Injunctions

95 Labor in politics *see also* F51

98 International aspects of labor

*U. S. Library of Congress, *Classification: Class H, Social Sciences* (2nd ed.; Washington: Government Printing Office., 1920), pp. 100-4.

T

ECONOMICS INDUSTRY BUSINESS FINANCE STANDARDIZATION

0 Economic History

000 Economic planning

1 ECONOMICS

11 Wealth

111 Capital

112 Income

113 Interest

For Interest rates, *see* T441.

114 Cost of living

Rent (economic), *see* Land values, L2311

Wages, *see* R22

Credit, *see* T44

12 Value Supply and demand

121 Competition

122 Profit

123 Price: Price fixing, Stabilization of prices, etc. *see also* Z463

12301 Regulation of prices

124 Fair trade practices Unfair competition

13 Production

14 Distribution

15 Consumption

16 Cooperation

Cooperative housing, *see* XA413

Cooperative credit, *see* T4435, T4454, Z4425

Cooperative agriculture, *see* Z49

17 Business cycles

19 Economic conditions Economic geography
Subdivide geographically

2 INDUSTRY

21 Manufacturing industries

211 Food and kindred products

2111 Meat products

2112 Dairy products

2115 Liquor and beverage industries

**212 Textile mill products Apparel and other finished products
made from fabric and similar materials**

213 Printing, publishing, and allied industries

214 Chemicals and allied products

2141 Munitions

215 Products of petroleum, coal, and natural gas

216 Metals and their products

2161 Iron, steel, and their products

217 Machinery

2171 Electrical machinery

218 Transportation equipment

2181 Railroad equipment

2182 Aircraft equipment

2183 Shipbuilding

2188 Automobiles and parts

219 Miscellaneous manufacturing industries

**2191 Lumber and timber basic products Furniture and
finished lumber products**

2192 Paper and allied products

2193 Rubber products

2194 Tobacco manufactures

2195 Leather and leather products

2196 Stone, clay, and glass products

Nonmanufacturing industries, *see* Y2, Y4, Y74, Z

Construction, *see* X2

Transportation and communication, *see* W, W7

Public utilities, *see* V

22 Stabilization of industry

223 Limitation of production *see also* T254

23 Location of industry

235 Decentralization of industry

- 24 Diversification of industry
- 25 Industrial management *see also* Administrative management, I5;
Personnel management, K; Office management, I53
25084 Industrial research
- 251 Supervision Foremen
- 253 Mechanization of industry *see also* R14, Z71
2531 Labor productivity
2534 Speed-up and other systems Assembly lines
- 254 Production control
Standardization, *see* T8
- 29 Mobilization of industry

BUSINESS Commerce

- 300 (f) U. S. Commerce department
Regulation of business, *see* U2
- 303 Commercial law
3034 Business licenses
3044 Subsidies
- 306 Commerce reports
3065 Statistics *see also* A8
- 309 Trade associations, Better business bureaus, Chambers of commerce, etc.
- 31 Corporations
3103 Corporation law Charters
- 312 Corporation finance
3121 Capital and investment
For sale of securities, *see* T47.
3124 Accounting
- 315 Monopolies Trusts Cartels
3153 Holding companies
- 33 Business ethics
- 34 Domestic Commerce Marketing *see also* Z46
341 Interstate commerce *see also* W00
3411 Trade barriers
- 343 Wholesale trade
3435 Warehousing
- 344 Retail trade
3443 Chain stores

- 3444 Markets
- 3445 Roadside markets
- 347 Selling Sales organization and management
- 3471 Advertising
- 3476 Canvassing
- 3477 Peddling
- 3478 Vending machines
- 3479 Labeling
- 39 Foreign Commerce
 - 3909 Export associations
 - 391 Foreign exchange Bankers' exchange tables
 - 392 Balance of trade
 - 394 Commercial policy Tariff policy *see also* L28
 - 3942 Free trade and protection
 - 3943 Barter
 - 3944 Reciprocity
 - 3945 Cash and carry
 - 3947 Dumping
 - 395 Commercial treaties and agreements
- 4 FINANCE
 - 41 Monetary system
 - 411 Mints and coinage
 - 412 Legal tender Gold and silver standards Bimetallism
 - 4125 Monetary stabilization Inflation Deflation
 - 414 Currency substitutes: Negotiable instruments, etc.
 - 418 Monetary reform: Social credit, etc.
 - Foreign exchange, *see* T391
 - Credit, *see* T44
 - 42 Banking organization
 - 4201 Regulation and supervision of banks
 - 421 Federal reserve system Central banking
 - 422 National banks
 - 423 State banks
 - 425 Private banks
 - 426 Cooperative banks

- 427 Branch, Chain, and Group banking
- 428 Bank clearings and bank debits
- 429 Guaranty of deposits *see also* Security of public funds, L55
 - 42900 Federal deposit insurance corporation
- 43 Savings banks *see also* T4435, T4454, R854
 - 433 Postal savings banks
- 44 Credit Debt
 - 441 Interest rates
 - 442 Loans
 - 4421 Government loans and loan agencies: Reconstruction finance corporation, etc.
For Government housing loans, *see* T4451; Government export loans, *see* T4481; Agricultural credit, *see* Z442.
 - 443 Small loans
 - 4433 Chattel mortgages
 - 4435 Credit unions
 - 4438 Pawnbroking
 - 444 Instalment buying and selling
 - 445 Mortgages *see also* T475
 - 4451 Government housing loans and loan agencies: Federal housing administration, Home owners' loan corporation
 - 4454 Building and loan associations
 - 4457 Foreclosure
 - 4458 Moratoria
 - 446 Business failures Bankruptcy Receiverships
 - 448 Foreign credit Export credit
 - 4481 Government export loans: Export-import bank
- 46 Trust companies
 - 465 Trust estates
 - 4651 Endowments Foundations *see also* Form 098
 - 467 Investment trusts
- 47 Investment banking Marketing of securities Syndicates
 - For marketing of public securities, *see* L33.
 - 471 Securities and investments Stocks and bonds
 - 47100 Securities commissions
 - 47103 Legislation
 - 475 Mortgages (investments)
 - 4755 Mortgage insurance

- 476 Speculation Short selling Fraudulent practices
- 478 Foreign investments
- 48 Stock exchanges *see also* Z468

5 Insurance

For Social insurance, see Q5.

5s State insurance

5m Municipal insurance

- 500 Insurance commissions

51 Insurance companies

Include Benefit societies, Mutual companies, Stock companies.

512 Finance

- 5121 Capital and investment

518 Insurance ethics

52 Life insurance

521 Group insurance

523 Industrial insurance

524 Types of policies: Annuities, Accident, Endowments, Health, etc.

526 Actuarial work: Rates, Tables, etc.

- 5623 Risks: War risks, etc.

528 Damages and claims Insurance adjustments

Health insurance, *see* O116, O117, Q55

War risk insurance (soldiers'), *see* N195

Unemployment insurance, *see* Q52

Old age insurance, *see* Q58

53 Fire insurance

Subdivide, where applicable, like T52

56 Accident insurance Liability and casualty insurance

Subdivide, where applicable, like T52

Workmen's compensation, *see* R66

57 Automobile insurance

Subdivide, where applicable, like T52

58 Surety and fidelity bonding

- 581 Bonding of employees, public officials, etc.

582 Contract bonds

59 Other kinds of insurance: Marine, Windstorm, etc.

Agricultural insurance, *see* Z445

T ECONOMICS; INDUSTRY; BUSINESS; FINANCE; STANDARDIZATION

- 6 **Real Estate Business** *see also* Building, X2, XA2; Mortgages, T445, T475, Z444; Land subdivision, J8; Land values, L2311
 - 61 Real property and management
 - 615 Building management *see also* XA8
 - 65 Public property and management *see also* L29, Y13
- 8 **STANDARDIZATION**
 - 800 (f) U. S. Bureau of standards
 - 81 Measurement of time
 - 818 Calendar reform
 - 82 Weights and measures Scales
 - 83 Standards of methods and procedures Time and motion studies
 - 85 Standards and tests of materials and equipment
 - 85077 Testing laboratories
 - Standardization and simplification of forms, *see* Form 066, I541, L88, etc.
 - Administrative measurement, *see* I57

U

GOVERNMENT AND BUSINESS PUBLIC ENTERPRISE

U GOVERNMENT AND BUSINESS

- 1 **Promotion of Private and Public Enterprise** Community advertising
- 2 **Regulation and Protection of Private Enterprise** *see also* Regulatory commissions, V00, W00, W700, etc; Regulatory taxation, L213, Tax exemptions to industry, L2164; Tariff, L28; Price control, T123; etc.
 - Franchises, *see* T3103, V121
- 22 **Permits** Licensing Certification
Include general discussions here. For specific licenses, *see* Form 034, and refer to the index for Building permits, Business licenses, Motor vehicle licenses, etc.; for Revenues from licenses, *see* L256.
- 23 **Concessions and privileges** *see also* L291
- 24 **Patents** Copyrights Trade-marks
- 25 **Limitations upon government control**
- 5 **Government Ownership**
Include general discussions here. Classify ownership and operation of specific enterprises under specific subjects, as: Municipal real property management, T65m; Waterworks, V415; Railroads, W115, etc.
- 6 **Public Enterprise** Government operation
See note under U5.
 - 61 **Government corporations, governmental and proprietary**
 - 62 **Mixed enterprise**
 - 63 **Authorities**
 - 631 **Intergovernmental authorities**

V

PUBLIC UTILITIES

V PUBLIC UTILITIES*

- 00 (f) Federal power commission (s,m) Public utilities commissions
see also W00, W700

1 Public Utilities Control

It is intended that V1, V2 be used for the general treatment of utilities. Classify material on a specific utility with that utility, as: Electric utilities, V5; Railroads, W1; Sewerage, X81; etc.

- 12 Regulation
 - 121 Franchises
- 15 (f,s,m) Government ownership

2 Public Utilities Finance

- 21 Capital and investment Rate of return
 For promotion and sale of securities, *see* L33, T47.
- 22 Valuation Intangible value Going value
 - 223 Depreciation and obsolescence
- 23 Rates and rate making: Service-at-cost, Sliding scale, Flat rates, Meter rates, etc.
- 24 Public utility accounting
 - 241 Public supervision Publicity of books
 - 246 Cost accounting
 - 249 Auditing

4 Water Water utilities

- 403 Water rights
- 41 Control
 Subdivide, where applicable, like V1
- 42 Finance
 Subdivide, where applicable, like V2

* The following sections. V, W, X, XA are necessarily arbitrary. No fast rule can be applied determining that Water works are a Public utility and not Public works; that Railroads and Local transportation shall not be a part of V. The grouping was arbitrarily assigned because of the volume of material. It has proved to be convenient and acceptable to several libraries which have used the previous edition.

- 43 Water supply: Sources, etc.
 - 431 Flow control: Watersheds, Dams, etc.
 - 432 Rivers
 - 433 Lakes
 - 434 Wells
 - Navigation, *see* W5
 - Water power, *see* V532
- 44 Water pollution
 - 442 Purification methods: Chlorination, Coagulation, Filtration, Ozonation, etc.
 - 448 Softening
- 45 Plants Pumping stations *see also* V5325
- 46 Distribution
 - 461 Storage
 - 4611 Tanks, Standpipes, etc.
 - 4616 Reservoirs, Cisterns, etc.
 - 462 Conduits Aqueducts
 - 463 Systems: Casings, Mains, Pipes, etc.
 - 4632 Valves, Shutoffs, etc.
 - 4633 Hydrants
 - 4634 Manholes
- 47 Service connections to the building
- 48 Meters
- 49 Utilization *see also* X27, XA27
 - 49m Municipal
 - 492 Industrial
 - 493 Commercial
 - 494 Residential
 - 495 Rural
- 5 Electricity Electric utilities
 - 51 Control
 - Subdivide, where applicable, like V1*
 - 52 Finance
 - Subdivide, where applicable, like V2*
 - 53 Electric power generation
 - 531 Electric plants Central stations
 - Include buildings, fixtures, and apparatus.

- 532 Water power Hydroelectric plants
 - 5325 Pumping *see also* V45
 - 5327 Engines, Turbines, Wheels, etc.
- 533 Steam plants
 - 5331 Fuels
 - 5333 Boilers Condensers
 - 5337 Steam engines
- 537 Diesel engine stations, Gas engine stations, etc.
- 539 Operating meters and instruments
- 55 Transmission: High tension lines, Substations, Transformers, etc.
- 56 Distribution
 - 563 Wires and wiring Cables
 - 5631 Switchboards
 - 5633 Poles and conduits
- 57 Service connections to the building
- 58 Meters
- 59 Utilization *see also* X27, X7, XA27
 - Subdivide, where applicable, like* V49
 - (595) Rural electrification *prefer* Z75
- 6 Gas Gas utilities
 - 61 Control
 - Subdivide, where applicable, like* V1
 - 62 Finance
 - Subdivide, where applicable, like* V2
 - 63 Manufacture: Plants and equipment
 - 632 Feeding and control apparatus: Retorts, Stokers, etc.
 - 66 Distribution
 - 661 Storage Gas holders
 - 663 Systems: Mains, Pipes, etc.
 - 6632 Valves, Shutoffs, etc.
 - 67 Service connections to the building
 - 68 Meters
 - 69 Utilization *see also* X27, X7, XA27
 - Subdivide, where applicable, like* V49
- 7 Pipe Lines *see also* Y26
 - 75 Construction Maintenance

- 8 **Central Heating** (as a utility)
 - Heating for a community from a single plant.
- 83 Generation: Gas, Steam, Oil, etc.
- 86 Distribution

W

TRANSPORTATION TRAFFIC

COMMUNICATION

W TRANSPORTATION

00 Interstate commerce commission

1 Railroads

100 Railroad commissions *see also* V00

1044 Railroad land grants

11 Control

112 Regulation

1121 Franchises

115 Government ownership

12 Finance

121 Capital and investment

122 Valuation

1225 Depreciation and obsolescence

123 Rates

1233 Passenger rates

1234 Freight rates

124 Accounting

14 Service

145 Private car companies: Pullman, Express, etc.

Railway mail service, *see* W717

15 Construction Maintenance

151 Acquisition Right of way *see also* Eminent domain, Form
025, C4; Franchises, W1121

152 Abandonment

155 Short lines

156 Rolling stock Cars Trains

157 Motive power: Steam, Electric, Diesel engines, etc.

W**TRANSPORTATION; TRAFFIC; COMMUNICATION**

- 158 Tracks and roadbeds
- 159 Terminals *see also* X215
- 17 Accidents Prevention and preventive devices
- 2 **Local Transportation** Electric railroads, Motor bus lines, etc.
For Motor transportation, *see* W3.
 - 21 Control
Subdivide, where applicable, like W11
 - 22 Finance
Subdivide, where applicable, like W12
 - 23 Types of local transportation
 - 231 Street railroads
 - 232 Rapid transit: Elevated, Subways
 - 235 Motor buses Trackless trolleys
 - 24 Service: Local, Interurban
 - 241 Load, Routes, Schedules, etc.
 - 25 Construction Maintenance
 - 252 Abandonment
 - 256 Cars Buses
 - 258 Tracks
 - 259 Waiting rooms and stations *see also* X215
 - 27 Accidents Safety devices and measures *see also* W47
- 3 **Motor Transportation**
 - 31 Automobiles
 - 3101 Regulation: Brakes, Headlights, etc.
 - 31011 Inspection
 - 31034 Licensing of automobiles
 - 32 Motor carriers Motor trucks
For Motor bus lines, *see* W2.
 - 3201 Regulation: Load limits, Width of tires, etc.
 - 32011 Inspection
 - 32034 Licensing
 - 324 Freight service: Rates, etc.
- 33 Taxicabs
- 35 Motorcycles
- 37 Trailers
 - Motor vehicle taxation, *see* L26
 - Automobile insurance, *see* T57

4 TRAFFIC

- 4000 Traffic planning *see also* X215, X6000
Include Integration of transportation and terminals, Location of junctions, etc.
- 401 Regulation of traffic
- 403 Legislation Traffic codes
- 41 Congestion: Night hauling, Peak hours, Staggering systems, etc.
- 42 Direction and separation of traffic: One-way streets, Loading zones, etc. *see also* X635
- 44 Traffic devices: Markings, Signals, Signs, etc.
Street and road lighting, *see* X7
- 45 Parking
 - 451 Parking spaces
 - 455 Parking meters
- 46 Drivers
 - 46034 Licensing of drivers
- 47 Accidents and accident prevention
 - 47065 Traffic accident statistics
- 48 Bicycles Nonmotor vehicles
 - 48034 Licenses
- 49 Pedestrians
 - 491 Safety zones
 - Traffic courts, *see* H225
 - Traffic police, *see* N45

5 Water Transportation Waterways

- 51 Shipping Merchant marine
- 53 Improvement of navigation
 - 531 Lakes
 - 532 Rivers
 - 533 Canals
 - 534 Locks
 - Dams, *see* V431
- 54 Harbors Ports and terminals *see also* X215
 - 545 Docks Wharves Piers
- 55 Lighthouses Buoys
- 56 Water fronts Coast and beach protection
- 57 Accidents Prevention and preventive devices

- 6 Air Transportation** **Air lines**
 For Military aviation, *see* N13.
- 6034 **Licensing**
- 61 **Control**
 Subdivide, where applicable, like W11
- 62 **Finance**
 Subdivide, where applicable, like W12
- 64 **Service**
- 641 Load, Routes, Schedules, etc.
- 645 Coordinating service: Fire protection, Medical service, etc.
 For Air mail, *see* W718.
- 65 **Airports** *see also* N132, X215
- 67 **Accidents** Prevention and safety devices
- 69 **Flights** Record flights
- 7 COMMUNICATION** *see also* W8, W9
- 700 **Federal communications commission**
- 71 **Postal Service**
- 714 Postage stamps, Parcel post, Library post, etc.
- 716 Rural free delivery
- 717 Railway mail service
- 718 Air mail service
 Postal savings banks, *see* T433
- 8 Telephone**
- 81 **Control**
 Subdivide, where applicable, like W11
- 82 **Finance**
 Subdivide, where applicable, like W12
- 83 **Systems: Automatic, Manual**
- 84 **Service: Long distance, Intercommunicating systems, Rural telephone, etc.**
- 85 **Construction** Maintenance
- 88 **Telegraph**
- 881 **Control**
 Subdivide, where applicable, like W11
- 882 **Finance**
 Subdivide, where applicable, like W12

- 9 **Radio** Radio broadcasting
 - 903 Legislation *see also* D226
 - 91 Control
 - Subdivide, where applicable, like W11*
 - 92 Finance
 - Subdivide, where applicable, like W12*
 - 94 Radio communication
 - 941 Interference
 - 942 Short wave
 - 943 Radio telegraph
 - 944 Radio telephone
 - 945 Coordinating service: Rescue work, Weather reports, etc. *see also* N473
 - 948 Television
- 96 Radio broadcasting programs
 - 965 Censorship
- 98 International aspects

X

PUBLIC WORKS

X PUBLIC WORKS

00 Public works departments

000 Public works planning *see also* L12

1 **Engineers** Architects
Include professions of engineering and architecture.

108 Engineering and architectural education

2 **Construction** *see also* X6

2011 Building inspection

2024 Demolition

2025 Condemnation

203 Building codes, Electrical codes, Plumbing codes, etc.

2034 Building permits

2036 Building contracts

21 **Buildings** Public buildings *see also* XA

211 Administration buildings Civic centers

2111 Capitols, City halls, Courthouses, etc.

2112 Office buildings

2114 Post office buildings

2115 Fire and police stations

2119 Armories

212 Institutions

2122 Religious buildings

2123 Health institutions

2125 Welfare institutions

2126 Educational institutions: Libraries, etc.
For Schools and College buildings, *prefer* P46, P56.

2129 Penal and correctional institutions

213 **Park structures** Play areas *see also* OA4
Include construction of Bandstands, Comfort stations, Monuments, etc.

2133 Swimming pools Wading pools
Include bathing beach construction.

-
- 214 Recreational buildings: Museums, Gymnasiums, Stadiums, etc.
 - 215 Terminal buildings and structures: Hangars, Stations, etc.
see also W159, W259, W54, W65
 - 216 Utility buildings: Garages, Shops, Warehouses, etc.
 - 217 Industrial buildings: Factories, etc. Commercial buildings:
Stores, etc.
 - 218 Baths Comfort stations
 - 219 Air raid shelters
 - 22 Site selection and planning
 - 23 Design Room layout Plans
 - 238 Architectural competitions
 - 24 Building costs *see also* XA44
 - 243 Labor costs
 - 25 Materials and methods of construction Physical standards and
design
For Testing of materials, *see* T85.
 - 251 Mud Rammed earth
 - 252 Wood: Frame, Log, etc.
 - 253 Brick Stone
 - 254 Concrete
 - 255 Metal
 - 256 Prefabrication Portable buildings
 - 259 Influence of war on construction and design
 - 26 Obsolescence, Repairs, and Reconstruction
 - 27 Equipment and installation: Lighting of buildings, Heating and venti-
lating, Air conditioning, Plumbing, etc. *see also* X7,
XA27
Furniture, *see* I537, XA97
 - (28) Building management *prefer* T615
 - 287 Plant maintenance
 - 2876 Maintenance of heating, plumbing, ventilating, lighting,
etc.
 - 2877 Maintenance of equipment and supplies
 - 2878 Equipment and maintenance of special activities
 - 29 Overcrowding Rental of private buildings for public use
 - 3 Cemeteries
 - 3034 Burial permits
 - 304 Lot costs Trust funds for perpetual care

- 33 Funerals
 - 3304 Funeral costs
- 34 Mortuaries Funeral homes
- 35 Cremation Crematories

- 6 Roads Streets
 - 600 Highway and street departments
 - 6000 Road planning
 - 6034 Street use permits
 - 604 Finance Toll roads
 - 607 Equipment Road machinery
- 61 Classes of roads: Commercial, Military, Residential, etc.
 - 611 Trunk highways Arterial streets Freeways
 - 612 By-pass and belt line roads
 - 613 Secondary and feeder roads
 - 616 Cul-de-sacs
 - 617 Alleys
 - 618 Parkways Boulevards
- 63 Road and street design Surveying Contours
 - 631 Sidewalks Curbs and gutters
 - 632 Pathways
 - 635 Separation of traffic and grades: Divided highways, Ramps, etc. *see also* W42, X68
 - 636 Road widening Street widths
 - 637 Intersections
 - 638 Street names Road and street signs House numbering
- 64 Paving materials and methods of construction
 - For Testing of materials, *see* T85.
 - 643 Track paving
- 65 Unpaved roads: Earth, Gravel, etc.
- 66 Maintenance Upkeep and repair
 - 661 Oiling
 - 662 Cleaning
 - 663 Snow removal Ice control
 - 664 Street openings
 - 667 Roadside beautification
- 67 Street obstructions Overhanging projections

- 68 Street structures
 - 681 Bridges Viaducts Culverts
 - 68104 Toll bridges
 - 682 Elevated road construction
 - 684 Grade crossings
 - 685 Underground structures and tunnels
- 7 Lighting *see also* X27, XA27, etc.
Include Flood lighting, Fountains, Highway lighting, Illuminated signs, Park lighting, etc.
- 8 Sanitary Engineering Waste removal
 - 800 Departments of sanitation
 - 81 Sewerage and sewage disposal
 - 8104 Rentals and rates
 - 811 Construction and maintenance of sewer systems
 - 816 Disposal methods and plants Purification *see also* V442
 - 82 Refuse collection
 - 822 Garbage
 - 824 Ashes
 - 83 Refuse disposal: Dumping, Grinding, Incineration, etc.
 - 85 Industrial wastes *see also* V44
 - 89 Utilization of wastes
- 9 Nuisance Abatement
 - 91 Air pollution: Dust, Odors, Smoke, etc.
 - 93 Noise
 - 94 Pests
 - 941 Mosquitoes
 - 942 Household pests
 - 943 Rodents
 - 95 Billboards
 - 96 Street littering
 - 98 Animals
 - 98034 Animal licenses
 - 99 Weeds

XA

HOUSING

XA HOUSING

- 00 Housing agencies
 - 011 Inspection *see also* XA8011
 - 024 Demolition
 - 025 Condemnation
- 03 Legislation
 - Building codes, *see* X203
 - Building permits, *see* X2034
 - 036 Contracts and specifications *see also* X2036
- 04 Finance
 - 044 Government aid
 - 068 Real property survey techniques
 - 085 Promotional material
 - 088 Exhibits Model homes

2 Residential Building

- 21 Types of residences
 - 212 Hotels Lodging houses
 - 213 Multiple dwellings: Apartments, Tenements, etc.
 - 215 Freestanding houses, Group housing, Row housing
 - 218 Substandard shelter
 - Include Mobile houses, Shacks, Shanty towns, etc.
- 22 Site selection and planning *see also* Z27
- 23 Domestic architecture Design Room layout Plans
 - 233 Unit design
 - 238 Architectural competitions
- 25 Physical standards and design
 - Materials and methods of construction, *see* X25
- 26 Repairs Remodeling
- 27 Equipment and installations *see also* XA876, XA877

3 Social Aspects

- 31 Racial aspects: Race segregation, etc.
- 32 Size and character of families
- 35 Housing of special groups
- 36 Housing congestion *see also* X218
 - 364 Relation to crime and delinquency
 - 366 Relation to health
- 37 Slums Slum clearance *see also* XA024
- 38 Relocation of tenants

4 Economic Aspects

- 41 Ownership
 - 413 Individual private ownership
 - 414 Limited dividend housing
 - 416 Company housing
 - 418 Cooperative housing
- 42 Property acquisition *see also* XA025
- 44 Housing costs
 - 441 Land costs
 - 442 Construction costs
 - 443 Labor costs
- 45 Home financing
 - Mortgages, *see* T445
- 46 Rent
 - 4601 Rent regulation
 - 46036 Leases

5 Housing Projects

- 5000 Planning techniques for projects
- 504 Service charges
 - For Tax exemption of housing projects, *see* L2163.
- 5066 Application forms
- 58 Community facilities

7 Rural Housing Farm houses**8 Housing Management**

- 8011 Inspection

- 82 Landlord-tenant relations Tenants
 - 8201 Tenant regulations
 - 822 Tenant selection
 - 823 Handling complaints
 - 824 Renting techniques *see also* XA46
 - 825 Eviction of tenants
 - 826 Recreational and welfare activities
- 84 Financial management: Financial records, Purchasing, etc.
- 87 Plant maintenance
 - 876 Maintenance of heating, plumbing, ventilating, lighting
 - 877 Maintenance of equipment and appliances
 - 878 Equipment and maintenance of special activities
- 9 Home Economics
 - 91 Household management, schedules, servants, etc.
 - 94 Household finance Family budgets Family income
 - Child care, *see* O95
 - Nutrition, *see* O96
 - 96 Household safety
 - 97 Interior furnishings and decorations

Y

NATURAL RESOURCES

Y NATURAL RESOURCES

00 Conservation commissions

1 Land

11 Land use Land classification *see also* J9

11068 Land use surveying

112 Urban use

113 Rural use

114 Submarginal land

118 Soil conservation Land reclamation

1181 Drainage

1182 Irrigation

1183 Erosion

13 Public lands Public land policies

132 Land grants *see also* P044, P5044, W1044, Y16

133 Indian lands

134 Range

136 Town sites

139 Defense lands

Forest reserves, *see* Y43

Parks, *see* OA4

Management of public real property, *see* T65

14 Tax delinquent land

(prior to sale or reversion to public domain)

15 Land tenure *see also* Z41

151 Land titles

1511 Register of deeds

16 Land settlement Agricultural colonization *see also* Z44

2 Mineral Resources

Include conservation and war policies of withdrawal and distribution.

21 Mineral industries**211 Metal mining****212 Nonmetallic mining****23 Quarrying****26 Energy resources: Coal, Natural gas, Petroleum** *see also Water power, V532; Pipe lines, V7*

Water Resources, see V43

4 Forests Forest conservation**400 U. S. Forest service, Forest reservation commissions, etc.****41 Forest wardens and rangers****42 Reforestation Forest nurseries****43 Forest reserves**

Include Bird sanctuaries, Game preserves.

45 Forest fire protection

Lumber and timber basic products, *see T2191*

7 Wild Life Resources**700 Fish and game commissions****703 Game laws****7034 Hunting and fishing licenses****71 Game wardens****72 Game****73 Birds and fowl****74 Fish****741 Hatcheries****9 Climatology**

Z

AGRICULTURE

Z AGRICULTURE

00 Departments of agriculture

09 Agricultural associations: Boys' and girls' clubs, Farm bureaus, Farmers' unions, Grange, etc.

1 Agricultural Education

For Rural schools, *see* P002, P4; Agricultural colleges, *see* P54.

1088 Agricultural exhibits and fairs

12 Agricultural extension work

121 County agents

1212 Demonstration work

125 Home economics Home demonstration work

13 Experiment stations and farms Research work

It is recommended that libraries which keep bound sets of experiment station publications use Z13 only. The following subdivisions are intended for clippings, if it is advisable to separate the studies in research.

131 Soil research Soil surveys

136 Horticultural research Crop research Hydroponics

137 Livestock research Animal products research

2 Farm Produce

2011 Inspection

206 Crop and market reports

21 Production factors: Climate, Diseases and pests, Injuries, Soil, Weeds, etc.

211 Protection: Insecticides, Plant quarantine, Spraying, etc.

212 Soil fertility Fertilizing

213 Crop rotation

22 Seeds

23 Field crops: Cotton, Soybeans, Sugar, Wheat, etc.

24 Horticultural crops

242 Vegetables

- 245 Fruit
- 246 Flower culture Shrubs and trees
 Forestry, *see* Y4.
- 2461 Nurseries
- 27 Landscape architecture Gardening
- 29 Livestock Dairy products Domestic animals
 Veterinary medicine, *see* O129
 Meat inspection, *see* O64; Milk inspection, O63
- 3 **Types of Farming:** Dairy farming, Diversified farming, Dry farming,
 Truck farming, etc.
- 4 **Economic Aspects of Agriculture**
 - 41 Farm ownership Types of farm ownership: Chain, Collective, Co-operative, Corporation, Group farming, etc.
 - 412 Farm tenancy Sharecropping
 - 42 Rehabilitation Resettlement
 - 43 Part-time farming
 - 44 Farm finance
 - 442 Agricultural credit Farm loans Land banks
 - 4423 Joint-stock land banks
 - 4425 Cooperative or mutual loan associations
 - 444 Farm mortgages
 - 445 Agricultural insurance Crop insurance
- 45 Limitation of production
- 46 Marketing
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